

## **AGENDA**

### **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, January 21, 2015 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town Council will hold a meeting open to the public on Wednesday, January 21, 2015 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the Town Manager at (928) 638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

### **TOWN COUNCIL REGULAR MEETING AGENDA**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

#### **2. ROLL CALL**

**MAYOR GREG BRYAN**

**VICE MAYOR CRAIG SANDERSON**

**COUNCILMEMBER BILL FITZGERALD**

**COUNCILMEMBER AL MONTOYA**

**COUNCILMEMBER JOHN RUETER**

❖ *One or two Council Members may attend by telephone*

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

*Members of the public may address the Council on items not on the printed agenda. The Council may not discuss, consider or act upon any matter raised during public comment. Comments will be limited to three minutes per person.*

*Members of the audience who wish to speak to the Council on an item listed as Public Hearing should complete a Request to Speak Card and turn it into the Town Clerk. Speakers will be limited to three minutes each.*

#### **4. CEREMONIAL AND/OR INFORMATIONAL MATTERS**

**A. Presentation from Coconino County Community Development Department  
regarding Building and Planning Services**

**B. Presentation from Tusayan Fire District**

#### **5. CONSENT AGENDA**

*Items on the consent agenda are routine in nature and will be acted on with one motion and one vote. Members of the council or staff may ask the mayor to remove any item from the consent agenda to be discussed and acted upon separately.*

**A. Minutes of the Town Council Workshop and Regular Meeting on 1/7/15**

**B. Accounts Payable Billings**

**6. COMMITTEE REPORTS**

- A. Update on the Sports Complex Committee
- B. Update on the Planning and Zoning Commission

**7. ACTION ITEMS**

- A. Consideration, discussion, and possible approval of restroom building for CDBG project at the Sports Complex
- B. Consideration, discussion, and possible approval of short-term investment of Town Funds

**8. DISCUSSION ITEMS**

- A. Discussion of response from the Tusayan Sanitary District regarding the Town's request to remove the Holiday Lights in Town
- B. Discussion of incorporating the initiative regarding direct election of the Mayor (passed by the voters on November 4, 2014) into the Town Code

**9. TOWN MANAGER'S REPORT**

**10. FUTURE AGENDA ITEMS**

**11. COUNCIL MEMBERS' REPORTS**

**12. MAYOR'S REPORT**

**13. MOTION TO ADJOURN**

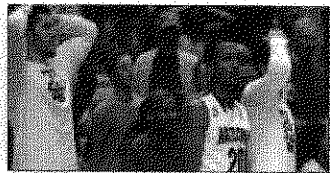
**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this 15<sup>th</sup> day of January, 2015, at \_\_\_\_\_ pm in accordance with the statement filed by the Tusayan Town Council.

\_\_\_\_\_  
Signature of person posting the agenda

ITEM NO. 4A

**Arizona Falls**  
Wildcats miss Final Four  
in OT loss **Sports • A9**



**Provocative Show**  
NAU Opera Theatre  
bends gender **A&L • B1**



# A R I Z O N A

# Daily Sun

Serving Flagstaff and northern Arizona since 1883

Sunday, March 30, 2014

azdailysun.com

## A better blueprint

The Coconino County building department is slashing red tape and streamlining the permit process.

By **ERIC BETZ**  
Sun Staff Reporter

For the past six months, Jay Christelman's constant work companion has been a 4-inch thick stack of papers. He's spent countless hours studying the document since he was hired as Coconino County's new director of community development last fall.

It's his printout of the Zucker report.

He says it isn't gospel, but

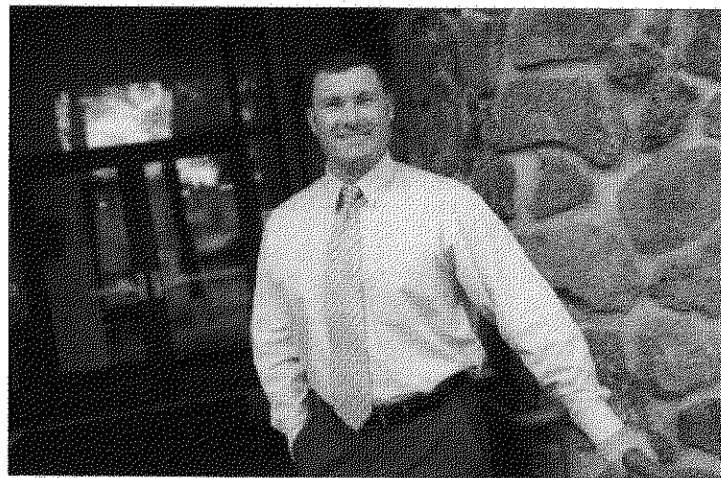
his well-worn personal copy suggests otherwise. The corners are frayed and dozens of color-coded page markers protrude from the borders. Its pages are highlighted and marked up like a well-used textbook.

It's been one year since an independent, county-commissioned review of the building permit division came back with a 258-page report suggesting 364 changes to the way it does business.

County officials say they've taken the Zucker Systems review to heart and it's helped guide a sweeping culture change.

Christelman's assigned goal, already well underway, is to make regulations less onerous and shift the focus from the letter of the law to its intent.

His example is simple: If a homeowner is remodeling a kitchen and installing a new sink and dish-



**JAY CHRISTELMAN** has been hired as the new Coconino County director of community development. (Jake Bacon/Arizona Daily Sun)

washer of identical size to the previous ones, why should he need a county test of their septic system capacity?

**INSIDE • A8**  
Flagstaff has  
changed, too

has already streamlined the application process, reorganized staff positions, slashed paperwork and reduced return times on applications.

"Is it perfect? No," Christelman says. "We're still going to

drop the ball on occasion, but we are rapidly improving."

True culture change will take much longer, he says, but those efforts earned him and his department the praise of the Coconino County Board of Supervisors at a meeting last week.

"It points out to me there are certain times when it's important to have an outside group come in and tell it like they see it," Supervisor Art Babbott told his colleagues at the meeting on Tuesday.

See **BLUEPRINT, A8**

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**BELLES OF THE BALL**



**BLUEPRINT**

from Page A1

"How we mingle the regulatory world with the real world is very important. 'No' is an answer we have to give at times, but what follows is often the most important part of the discussion," Babbott added.

Other supervisors also said they had heard positive things from local home-builders.

**POOR COMMUNICATION**

Among the people who stand to benefit most are owner-builders, who make up slightly more than half of all permit applications in Coconino County. Whereas most homes in Flagstaff's subdivisions are built by developers and big contractors, the county is mostly people looking to build their own homes or hiring individual contractors to do so on their behalf. Those homeowners might only deal with building permits once in their lifetime.

So the change was instead spurred by the building community, which complained of poor communication and an inconsistent application of the code.

A homebuilder in Coconino County needs two sets of permits - one from the health department for septic and one from the building department. And where grading is involved, the public works division is also a stakeholder.

The health district employees, though housed in the same building, weren't communicating with the building department, contractors say. And the public works employees were housed on the other side of town and spent only a couple days a week at the Fort Valley office. Each office's employees worked on different deadlines.

And builders say the answer you received at the permit counter often depended on who was working that day.

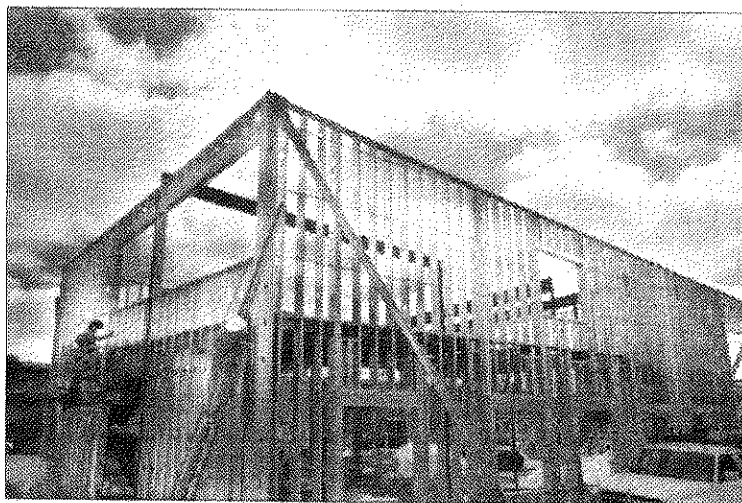
**OUTSIDE REVIEW**

Flagstaff-area builder Jeff Knorr, who is also a candidate for Flagstaff City Council, says that before the Zucker report it was nearly impossible to reach a county building inspector on inspection day. There was no set time frame, just a date. And builders were not allowed to have the number of their inspector's county-funded cellphone in order to narrow the time of day.

"I can't sit on one house all day waiting for an inspection and not have any idea when they're coming," Knorr says. "We can't proceed without that inspection. No work can go on. We pay for a plan check and an inspection, but the attitude was, 'I'll get there when I get there. Coconino is a big county, suck it up!'"

The idea to hire Zucker came from Deputy Coconino County Manager Larry Dannenfeldt. He says that when he started listening to stakeholders in the building community, he found critical views of community development.

Developers told him the process was too onerous and that they had to come in multiple times because there wasn't coordination between departments.



**WORKERS WELD** and put bolts on the Native American Cultural Center on the campus of NAU in 2011. (Josh Biggs/Arizona Daily Sun, file)

**FLAGSTAFF HAS MADE CHANGES, TOO**

By DAILY SUN STAFF

While Coconino County has been busy realigning job duties in its community development department, the city of Flagstaff has not been idle, either.

Two summers ago, faced with an unexpected surge in building activity after community development staff was cut, the city signed with a Valley-based engineering firm to help cut through a backlog in the city's building plan review process. Staff review times were cut in half - down to roughly 15 days - three months after the city had contracted with Stantec.

A study given to the Council earlier this year compared the time it takes other cities to process various types of permits. It found Flagstaff was relatively quick in processing site plans and conditional/special use permits but lagged in other areas like grading permits and major tenant improvements.

Similar to the county, the city now tries to assign one planner to each project to walk it through the various permits and applications.

The city also completed an overhaul of its labyrinthine land development code two years ago and is sending an updated regional plan to voters in May.

The new form-based codes focus on the shape, mass and look of buildings rather than the underlying land use of the property. Many developers have long complained that the city's current planning process is relatively arbitrary - that every city planner interprets the city's codes differently.

Below are the top eight changes to the LDC:

1. A simplified code. Zoning under the new

LDC is now laid out in a more straightforward way.

2. Streamlining of zoning types. Currently there are 35 types of zoning codes on the books. The rewritten code cuts the number zoning types from 35 to 18 without diminishing any existing zoning rights.

3. Enhanced public participation. Major projects, from large commercial projects to new master-planned neighborhoods, will be required to hold public forums before a permit is issued or a rezoning request is approved.

4. Greater authority for city staff to allow minor modifications in zoning cases. Some types of building issues, like a small portion of a new house encroaching into a setback, used to require a trip before the board of adjustment. The new LDC gives city staffers greater authority to approve minor adjustments unilaterally.

5. Allow sustainable developments. Want to put a solar array between the house and the curb? The former LDC wouldn't allow it, while the new one will.

6. Building height. How the city measures building height has long been a point of friction within the building community, given the topography of Flagstaff. The new code no longer measures just from the finished floors but also vertically to follow a natural grade.

7. Landscaping requirements. Largely simplified for almost any project, the codes no longer require a calculator to compute how many trees and shrubs must be planted within new developments.

8. Resource protections. The tree and shrub requirements in the new code will place a premium on the quality rather than the quantity preserved.

That convinced him to go to the Board of Supervisors seeking approval to bring in Zucker Systems to review the way community development did business. The consulting company had reviewed bureaucracies from the local to federal level.

"At first I was a little taken aback by the number (of recommendations), but they are so detailed and I'm very happy with that," Dannenfeldt says.

"Instead of saying 'Improve communications with customers,' they give you

17 examples of how to better communicate."

One of those recommendations was to have every building inspector list a cell phone number on their business card and instruct them to answer the phone whenever it rings. That move wasn't entirely popular with inspectors, but it's worked out, he says.

**ONE POINT PERSON**

The proposed changes also happened to come at a time when the senior

leadership, some of whom had been in place for 30 years, were announcing their retirements. County officials say no one was pushed out of their jobs, but the influx of new blood and new ideas avoided any "We've always done it that way" type resistance.

And one of the most recent changes could prove to be the biggest.

Christelman now has the public works permitting employees working in the building department and he's moved the health department employees closer to the building permit counter to ensure integration. They're all now accountable to him instead of siloed in other departments.

The workflow process is now well-defined and proceeds at once to each relevant department, which has a set period of time to complete. The county provides applicants with one person who becomes their point of contact for the entire process, helping to steer them through to the end.

Whereas the old process used to tell applicants they'd receive feedback in 90 days, the new procedure promises that 90 percent of applicants will have comments returned to them in 15 days and comments on submitted revisions follow in five days. It's hoped that window will shrink.

**SAME FACES, MORE SMILES**

So far, Knorr, who has been building in the region for 20 years, has been happy with the changes, including the new management accepting an idea he pushed in the past: a two-hour window when inspectors can show up. It's still early in the building season, so he says he hasn't had the chance to apply for permits under the new system.

"The inspection process is better. The communication is better. The culture is better and they're working on simplifying the code - they're using current codes, but simplifying those codes," Knorr says. "It's a lot of the same faces, but a lot of those same faces are smiling a little bit more."

And management has also been impressed with how well staff has taken the sudden and sweeping changes. Many longtime employees were scared to see 70 years of collective management leave and wondered how the changes would affect their jobs. Christelman says that the staff has found it rewarding to see such immediate improvement. Surveys done before and after Zucker have shown strong improvements in morale.

They've also found ways to work better with 10-year old software and learned to coordinate through more outdated means, such as Microsoft Office, he says. Another challenge will be taking 40 years worth of paper documents into the digital realm. So in the coming years, management only expects things to get better.

"A lot of the recommendations being put forward now are coming from staff and not from Zucker," Dannenfeldt says. "Now the whole culture is about how we can make it better. So now we're really cooking because staff is leading the culture of imposing change in how they do their business."

Eric Betz can be reached at 556-2250 or ebetz@azdailysun.com.

**DEBT**

from Page A1

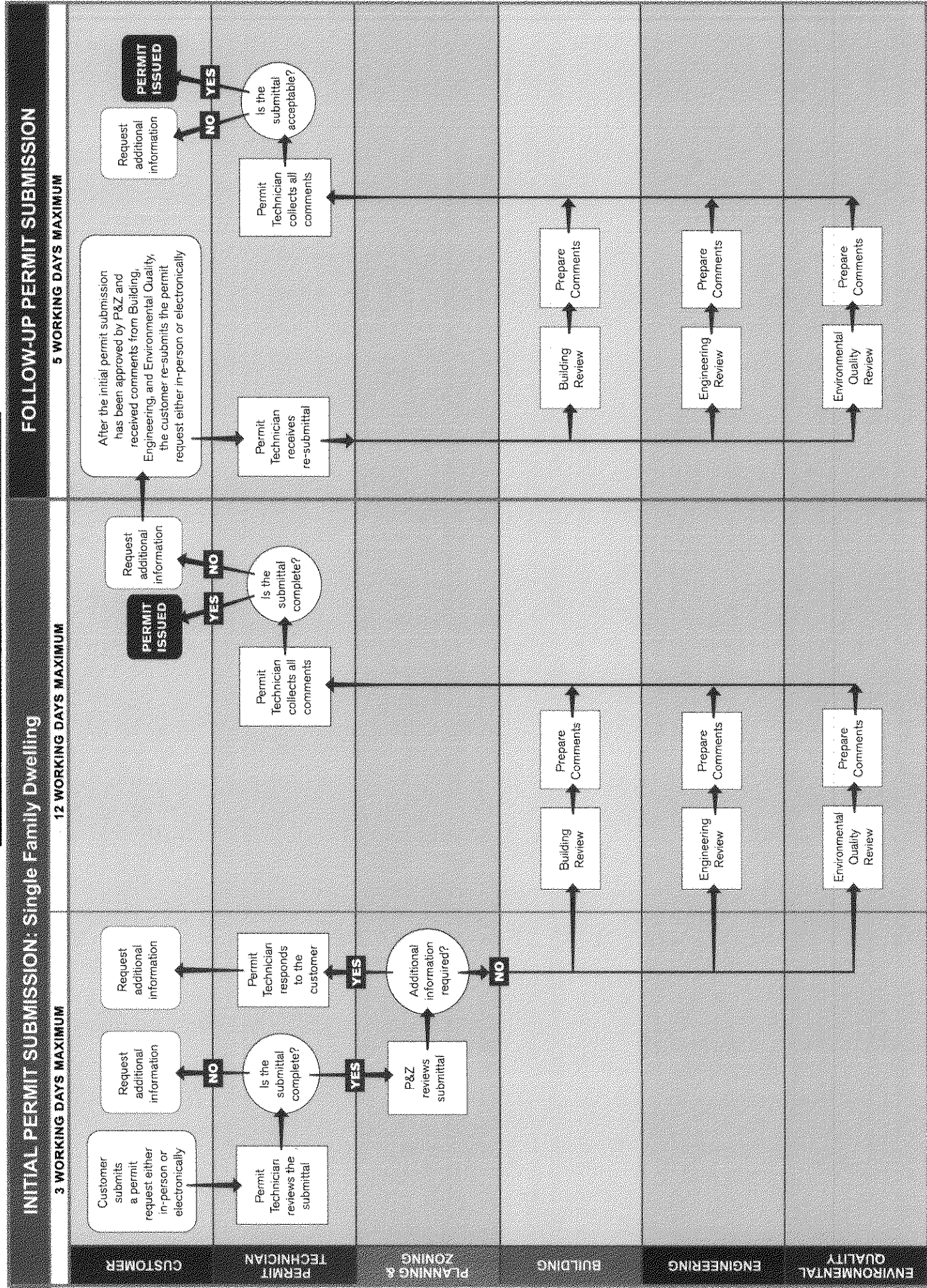
Without loans to repay

Of the nearly 20 million think wealth is more equally distributed than it is.

But with elected officials

**Some of the proposals for**

# Permitting Process Flowchart



**2014 NACo ACHIEVEMENT AWARD  
COCONINO COUNTY NOMINATION SUMMARY**

**DEPARTMENT:** Community Development

**PRIMARY CONTACT:** Jay Christelman

**PROGRAM TITLE:** Listening to Customers Unites Employees and Yields One Stop Permitting Shop

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**ABSTRACT OF THE PROGRAM**

At a critical juncture when senior leadership was retiring, Coconino County embraced an opportunity to surmount staff challenges and integrate building permit best practices in a more vital way. By listening to customers, reviewing current processes, understanding trends, and ultimately embracing change, Coconino County reorganized its permitting infrastructure in order to better serve its clients. Community Development, Public Health Services District, and Public Works employees found renewed commitment to service provision by streamlining critical permitting processes into a new "one stop shop" that makes regulations less onerous and shifts the focus from letter of the law to its intent. As a result, improved internal communication, simplified project management functions, tailored customer interactions, and overall technical enhancements have helped us achieve greatly enhanced customer service for permitting clients.

**THE PROBLEM/NEED FOR THE PROGRAM**

Our program fits the ***Personnel Management, Employee Training and Employee Benefits for County Employees*** category.

Coconino County's Community Development Department carries the responsibility of issuing permits (per County ordinance and Arizona statute) to County residents. There are five main facets to our program:

- Building Permits
- Engineering Permits
- Environmental Quality Permits
- Planning Conditional Use Permits
- Planning and Zoning Approvals (involving Planning and Zoning Commission)

For example, in 2013, there were 1,302 Building Permits, 402 Engineering Permits, and 306 Environmental Quality Permits; similarly, in 2012 there were 1,486 Building Permits, 181 Engineering Permits, and 309 Environmental Quality Permits. Additionally, Planning Conditional Use Permits average around 40/year; however, many of them are renewals. This high volume of permit applications each year flow through three internal departments in order to be processed. Historically, these three departments functioned in silos (two departments shared a building and one was 17 miles away), creating inefficiencies and resulting in permitting red tape that often delayed construction projects. The building community (including homeowners who may only deal with building permits once in their lifetimes and developers) complained of poor communication and inconsistent application of the code. Homebuilders needed two sets of County permits – one from the Public Health Services District for septic another from the Community Development Department – also, where grading is involved, an additional permit is needed from Public Works. According to contractors, Public Health Services District employees, though housed in same building, were not communicating with each other. Public Works employees were clear across town, in a separate building, and spent only a couple of days every week at Community Development. Moreover, each employee also had his/her own deadlines. At the front permit counter, information would vary by which staff member customers happened to interface with and it was quite challenging to reach County building inspectors on inspection day, since there was no set timeframe, just a date, and builders did not always have the number of their inspector's County-funded cellphone in order to narrow the time of day (leaving builders to sometimes sit on one house all day, because they had no idea when inspectors were coming, yet had to wait since they could not proceed without that inspection). This was particularly frustrating, since no work could go on without permits; despite customers paying for a plan plus inspections, County staff seemed inconsistent in carrying out their duties, at times presenting a "we've always done it this way" response. In sum, our County permitting process was onerous and developers had to come in multiple times because there was not sufficient coordination between



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departments. This was confirmed via customer surveys that the County conducted in 2011 and 2012, when 4,000 postcards were mailed to permit holders who expressed a desire for improved processes. We asked ourselves, "Are there best practices we're missing?"

**DESCRIPTION OF THE PROGRAM**

Program development and implementation objectives include:

GOAL	OBJECTIVE	CLIENTELE SERVED	STAFF RESPONSIBLE	MEASURABLE RESULTS	TIMEFRAME
Conduct independent, County-commissioned review of the building permit process	Seek approval from County Board of Supervisors to hire consultant	Community Development, Public Health Services District, and Public Works staff	Deputy County Manager	Approval to hire consultant	November 2012
	Hire Zucker Systems (preeminent community development entity in the field, with over 200 international clients) to review the way Community Development conducts business	Community Development, Public Health Services District, and Public Works staff	Deputy County Manager	Zucker Systems prepares strategy to analyze the way Community Development, Public Health Services District, and Public Works staff process permits	March 2013
Determine inefficiencies in permitting process	Review the way the County conducts business by conducting an in-depth analysis of permitting services	Community Development, Public Health Services District, Public Works staff, and members of the public	Zucker Systems	Determine an organizational structure for success by eliminating duplicate processes and the need for clients to return multiple times to myriad staff	October 2013
	Prepare findings	Community Development, Public Health Services District, and Public Works staff	Zucker Systems	258-page report called the Zucker Systems Review with detailed report of 364 recommendations on how staff can improve relations with customers (for example, there were 17	Fall 2013

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				suggestions alone on how to foster better communication).	
Hire new Community Development Director	Streamline services between three County departments	Community Development, Public Health Services District, and Public Works staff	Coconino County Leadership Team	New ways of doing business embraced	September 2013
Implement recommendations to improved County permitting process	Realign staff organizational and reporting structures to optimize communication, efficiency, and accountability	Community Development, Public Health Services District, and Public Works permitting staff	Community Development, Public Health Services District, and Public Works Directors	One-Stop-Shop with all Divisions located within the Community Development Department	October – December 2013
				Single point-of-contact was established, with a Permit Technician for each division within the Department: Building, Engineering, and Environmental Quality. New procedure promises that 90% of applicants will have comments returned to them within 15 days and comments on submitted revisions within five days (with a window that continues to shrink), rather than the old 90-day process	October – December 2013
	Prioritize recommendations into high, medium,	General public, contractors, architects and	Community Development staff	Survey staff to work with suggestions	October – December 2013

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	and low priority	engineers			
	Identify those recommendations we can do within first six months	General public, contractors, architects and engineers	Community Development staff	Survey staff to work with suggestions	October – December 2013
	Simplify permit application process	General public, contractors, architects and engineers	Community Development staff	One point of customer contact established	January 2014
				Paperwork slashed	January 2014
				Consistent and accountable permit tracking and timeframes established (able to reach a 15- day turnaround time for submittal comments 90% of the time)	January 2014
				Reduced return times on application (total customer service reflected in reporting measures to identify how many days the submittal is in our queue versus the 90% target – at 100%)	January 2014
	Survey staff to see how new process is working	Community Development, Public Health Services District, and Public Works permitting staff	Community Development staff	Surveys done before and after the Zucker Systems intervention have shown strong staff improvements in morale – shift from fear about how change would affect jobs to acceptance and embracing new customer-service focused permitting culture	February 2014

Our program accomplishes the following:

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- Improves the administration of an existing county government program
- Upgrades the working conditions or level of training for county employees

Our program is innovative and does not rely on the application techniques or procedures that are common practice in most counties of similar population and size by. Many counties utilize permit technicians to issue and file permits for houses in cookie-cutter type subdivisions where application and permit types are the same each time. Many of those same counties also employ project coordinators to route project submittals through the process. Because of the extremely rural nature of Coconino County and a customer base largely composed of owner-builders who are usually not familiar with the permit system, our Permit Technicians function as both technicians and project coordinators, assisting the applicants through the entire process and seeing the application through each division within the Department. The divisions consist of Building, Engineering, Environmental Quality, and Planning and Zoning. In addition to the personnel reorganization, each division has its own true "Permit Technician" who are point-of-contact staff for customers and thereby accountable for the life of permits within the department. Permit technicians have also been cross-trained to be able to successfully route an applicant's project through the entire department (which is often required depending on the scope of the permit, such as a new residence or new commercial building).

Our program goes beyond mere compliance with the statute, regulation or order, and displays a creative approach to meeting those requirements by utilizing our limited Community Development staff in the most effective ways possible to meet demanding needs of our customers through cross-training. By streamlining our procedures to make it easier for both our customers and staff, this cross-training is intended to completely simplify the process of plan submittal. In addition to well-rounded Permit Technicians, we have substantially reduced the requirements on our permit applications, as well as have combined applications just as we have done with divisions within the Department. What was previously multiple applications with multiple pages asking essentially the same information has been turned into a single one-page application (two applications on certain commercial instances) which satisfies most needs within Building, Engineering and Environmental Quality Divisions.

All aspects of our program are consistent with acceptable governmental and financial management practices and promote general governmental accountability.

Coconino County played the lead role in implementing the program, with an important initial contribution by Zucker Systems Consultants who were brought onboard at the direction of Deputy County Manager Larry Dannenfeldt to perform a full assessment of the Community Development Department's functionality. The County Manager's Office, Board of Supervisors, and Public Works, Public Health Services District, and Information Technology were all instrumental in providing support as well.

**RESPONDING TO ECONOMIC DOWNTURN**

The economic downturn created a paradigm shift in the way contractors, engineers and architects do business and time and efficiency are of paramount importance. Municipal jurisdictions must meet the economically amended needs of the community. Better coordination, communication and collaboration is key to making this successful.

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Furthermore, with rising fuel prices and the geographic constraints of being the second largest County in the contiguous United States, we are developing a "permit by inspection" program where customers for certain types of permits can apply and pay online and submit photographic evidence of phases of their construction via email, and finally obtain a permit through one final physical inspection from one of our Building Inspectors. Of course we have parameters as to what can be constructed without actual inspectors, but we provide the engineered drawings and details for those types of permits on our website and our inspectors won't need to make frequent trips to the site.

**USE OF TECHNOLOGY**

We are currently proposing to upgrade our existing permit tracking program to a replacement program (utilizing the same vendor as our current system). Once we upgrade to the new program, we will be able to utilize their online plan review module, better integrate their GIS module to our own system (an ESRI customer portal through SmartGov) and utilize mobile smart devices (such as phones and tablets) to allow for better field inspection practices. When Zucker Systems reviewed bureaucracies from the local to federal levels, staff found ways to work with 10-year-old software and learned to coordinate through more outdated means like Microsoft office. Due to the inability to immediately upgrade to a replacement software system, we adapted our permit tracking techniques by utilizing existing software, mainly Microsoft Outlook, to set reminders for the Permit Technicians and plan review staff to notify ourselves when comments were due both back to Permit Technicians and then on to applicants. We have also responded to applicants' requests for online plan review by adding two licenses of Adobe Acrobat Pro for our Building Division. While not nearly as robust or capable as a true online plan review module, utilizing Adobe Acrobat Pro for low-volume online plan review is a successful temporary Band-Aid. Our next aim is to transfer 40 years of paper documents to digital formats.

**THE COST OF THE PROGRAM**

Our Zucker Systems investment was \$29,000. However, without the capital cost of updating our antiquated permit tracking system (which we have not yet done), there have been no operating costs apart from typical staff time to develop and implement these improvements.

**THE RESULTS/ SUCCESS OF THE PROGRAM**

The results and the success of the program in meeting its objectives are reflected in these specific examples and outcome measures:

MEASURABLE RESULT	OUTCOME MEASURES
Improved productivity through attentive tracking procedures, improved communication	Our customers benefit from improved communication and realistic timeframes of when comments will be returned. Furthermore, comments are returned to them through a single point of contact, their Permit Technician, so they receive comments from each division together, at the same time.
Environmental Quality and Public Works permitting staff were relocated	Previous Public Works and Public Health Services District permitting employees are now part of the Community Development organization and are all located together in a "one stop shop" permitting center. These staff, now part of one organization to ensure integration of services and are accountable to just one supervisor (Community Development Director) Lines of reporting were changed, to be more efficient. Workflow processes are now well-defined and immediately proceed to relevant development services disciplines, each which has a set period of time to complete. Therefore, the County provides applicants with a coordinated process.



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Pre-application Meetings are held	Permit applicants are assigned just one staff person (therein simplifying the process greatly) who then becomes their point of contact for the entire building process. While Permit Technicians are not assigned until we receive a submittal; each applicant is assigned a Planner for the pre-app.
Clients fill out pre-application meeting surveys and front counter surveys	Clients give vital feedback on how staff can improve services. This feedback is then integrated back into the process and ultimately result in improved client services.
Consistent application of the building code and enforcing minimum standards which is the intent of the code reduces laborious amendments	Owner-builders (who make up more than half of all permit applications in Coconino County) might not be familiar with the codes and ordinances that contractors who regularly apply for permits are, so our new process is intended to provide them with better communication and quicker turnaround times.
Building inspectors' cell phone numbers are published on business cards and they answer phones readily	Customers can reach inspectors anytime (due to improved communication between building inspectors and customers)
Quicker turnaround time for permits to be processed (including comments)	Customers receive their permits much more quickly
Vastly enhanced staff productivity due to adoption of a new formal submittal routing process (increased accountability)	Customer complaints from the building community have decreased
Inspection process is better, due to improved communication	Builders now have a two-hour window when inspectors can show up
Code simplification is in process	Culture keeps improving as we work on simplifying code
Enhanced certification levels, training, and skills for staff	Although Permit Technicians are assigned to specific divisions within the Department, they will ultimately be cross-trained to be able to accept permit applications for other divisions, as well as to route complete submittals (applications which affect multiple divisions such as a new residences or commercial buildings) through the Department. Permit Technicians thereby act as liaisons between applicants and various Plan Reviewers. Their primary responsibility is to shepherd the plan submittal through the Department while maintaining accountability for the review timeframe and the returning comments to applicants. Due to outdated permit tracking software, we have had to utilize different programs to keep track of when comments are due back to applicants. Permit Technicians set reminders in Microsoft Outlook calendars to remind themselves when specific customers comments are due. Our existing permit tracking system is no longer supported by the vendor and is experiencing numerous difficulties during the boot stage. It is also antiquated in that it doesn't offer many of the technology features to make our permit center more efficient, including

**2014 NACo ACHIEVEMENT AWARD  
COCONINO COUNTY NOMINATION SUMMARY**

**DEPARTMENT:** Community Development

**PRIMARY CONTACT:** Jay Christelman

**PROGRAM TITLE:** Listening to Customers Unites Employees and Yields One Stop Permitting Shop

Page 8 of 8

	automatic notifications for customers and staff, robust online customer portals and online plan review functionality. Once we have a new permit tracking system and the cross-training among Permit Technicians is complete, the level of service as well as internal accountability will continue to increase.
--	---

**WORTHINESS OF AN AWARD**

County officials and/or staff, as part of their official duties have played a significant role in developing and implementing this program. While the County tapped assistance from outside technical experts and/or consultants to evaluate our program, it was County staff who both initiated and implemented this program. Our program meets outlined criteria and deserves a 2014 Achievement Award because Community Development has taken a great interest in listening to our customers and responding with dramatic improvements to the way we take in permit applications and route them through our system. By incorporating all of the permitting divisions under one roof to create a *one stop shop*, our customers now have access to all of their permitting needs at the same location, given the geographical constraints of our County. Furthermore, by transferring plan review and permitting staff, as well as their supervisors, to the Community Development Department, we have created a linear management tree which has led to vastly improved communication and accountability. We have managed these improvements with little or no additional budget and through a tightly collaborative effort with several different departments that historically were not integrated in this way. Most recommendations being put forward now are coming from staff (rather than the Zucker Report). As Deputy County Manager Larry Dannenfeldt says, "Now the whole culture is about how we can make it better. So we're really cooking because staff are the leading the culture of imposing change in how they do their business."

**SUPPLEMENTAL MATERIALS**

Attached please find several documents which add value to understanding our project:

- Front-page Arizona Daily Sun feature article
- Continuation of Arizona Daily Sun feature article
- Community Development Organizational Flowchart
- Permitting Process Flowchart
- Annual Permit Report
- Permit Location Map

ITEM NO. 4B

# Tusayan Fire Department

## FIVE YEAR STRATEGIC PLAN

Prepared as of January 2015

### VISION STATEMENT

Tusayan Fire Department is committed to the protection of lives and property through ability, integrity and excellence.

### MISSION STATEMENT

*"We the members of Tusayan Fire Department, dedicate our efforts to provide for the safety and welfare of the citizens and visitors of Tusayan and our community through the preservation of life, property, and the environment."* We will constantly work to gain and hold their respect and loyalty. We will do this by maintaining a highly trained and competent group of Firefighters/EMTs who are ready to respond to the needs of our community and to mitigate emergency incidents in a professional and caring manner, through continued quality improvement, dedication and professionalism.

**Training:** We are dedicated to delivering the most effective and comprehensive training and education to our members.

**EMS:** We are committed to bringing the highest levels of professionalism and care that can possibly be delivered to our patients.

**Fire Prevention:** We will develop, maintain and provide Fire Prevention and Education programs for the preservation of life, safety, property, and the environment.

**Safety:** We will develop and provide programs that meet or exceed the NFPA Standard 1500. The goals of this program are for the prevention and elimination of accidents, occupational injuries, illnesses, and fatalities.

### EXECUTIVE SUMMARY

#### Overview

This 2015 strategic plan is consistent with and builds upon the strategic principles this Department has built upon over the past 18 years. This plan, however, does anticipate major changes in the future growth of the District. Further, this plan assumes the District will continue to implement and adopt the necessary changes due to this predicted growth.

## **Mission and Goals**

The Chief will articulate the Mission Statement to all Department employees. All employees' performance will be evaluated, in part, on the fulfillment of the Mission Statement. This Department operates in order to serve the citizens of this District. The primary goal is to provide superior fire protection and emergency services within the District.

Tusayan Fire Department will also strive to ensure its work and dedication aids the Town of Tusayan in fulfilling their Proclamation signed on October 2014. **"....Whereas, cities and towns in Arizona work 24 hours a day, seven days a week to deliver vital city services such as fire, police and emergency medical response to ensure safe communities....."**

## **Primary Operating Strategies**

This Plan envisions employing the following primary strategies over the next several years in order to capitalize on the Departments' strengths and to address and eliminate, or minimize, its weaknesses.

1. Provide the highest degree of safety for all members of the department.
2. Employ the necessary personnel to strengthen the Departments' infrastructure.
3. Continue to improve the necessary equipment needed to handle the Districts' growing demands.
4. Continue to work on acquiring secured, long term staff needed for future growth of this Department.
5. Continue to develop high quality and well-trained employees.
6. Continue to develop additional services and secured, long term housing, as needed, to meet the needs of the District and the Town.
7. Continue fostering programs of community education and awareness and increase local business volunteerism.
8. Continue with our program for lowering the current ISO rating which results in lowering the insurance rates for the Town.
9. Continue to provide for the safety and welfare of the citizens and visitors of Tusayan and our community.

## **Conclusion**

The Department views its Strategic Plan as the tangible outcome of an ongoing planning process. The Board and the Chief intend to continue to review, monitor and modify the Plan and its components as deemed necessary. The Chief will implement the strategies incorporated in the Plan and the Board will monitor the progress on a monthly basis.

## **THE DEPARTMENTS' OBJECTIVES**

### **Department Size and Growth**

By late 2015, the Department intends to have 3 full-time firefighters/EMTs, as well as the Fire Chief, Assistant Fire Chief and Administrative Assistant. The Department will continue trying to acquire secured, long term housing for future and current employees. The Department will also set funds aside to maintain and update the present firefighting

equipment and fire protection for its firefighters/EMTs. The Department will also pursue possible grant moneys for equipment, needed income, and training opportunities.

### **High Quality and Well Trained Employees**

The Board and Chief believe a high emphasis should be placed on increased service skills and continuing education. The Department needs to:

- Continue to set aside funds for training, education and outside training services
- Develop additional services to meet citizens needs and encourage involvement from the local community, County and State, as well as local volunteerism

The Department recognizes that there is a growing need for additional services within the District. The Department recognizes that the expansion of the EMS services is an immediate reality. Other services that have been implemented, and would like to be continued are:

- 24 hour partnership with Guardian Medical for EMS services
- Sponsoring monthly health clinics (blood pressure checks)
- CPR training and fire prevention programs
- Continued day tours and educational programs with local schools
- Increasing its' public education and public awareness within the District

### **Regulatory Requirements**

The Board and the Department feel the need to continue lowering the ISO grade for the District and the Town of Tusayan. To achieve this goal, the Department will continue to conform to OSHA laws and regulations, keep an eye toward NFPA (National Fire Protection Association) standards, and continue working with the ASFMO (Arizona State Fire Marshal's Office) and DHS. The Department will also work towards employing the required full time Firefighters/EMTs required for lower ISO grades.

## **DETAILED STRATEGIC PLAN**

### **STRENGTHS**

The Department views its strengths as:

1. High Quality/Well Trained Personnel

2. A Dedicated Staff
3. A Committed Board
4. A Program of Equipment and Apparatus Up-Dating as necessary to meet NFPA and OSHA regulations
5. A Dedicated and well trained Wildland Firefighter Division
6. A Progressive, Flexible Five Year Plan
7. A Computerized Program of Record Keeping
8. Ongoing Training Program(s)

### **High Quality/Well Trained Personnel**

The Department has the ability to have one of the best groups of rural firefighters in the State. The desire to constantly improve their skills is evident by their drive for continuous training year around.

### **A Dedicated Staff**

The Department currently employees a full time Fire Chief, Assistant Fire Chief, one full time Firefighter/EMT, two part time Firefighters/EMTs and a full time Administrative Assistant. There is also one full time grant funded position of a Firefighter/EMT. TFD currently has 13 dedicated volunteers.

### **A Committed Board**

The commitment of the Board to ensure the Departments' success is very focused, while there are normal differences of opinion as to growth methods, the end result desired is unanimous. The Board members have been very active and supportive in assisting the Chief in modernizing its technology and improving its equipment base. The Board has worked diligently to ensure the financial soundness of this Department to enable the Department to continue to provide for the safety and welfare of the citizens and visitors of Tusayan and our community.

### **A Program of Equipment Updating**

The Department and Board are committed to a program of updating and replacing outdated equipment. The recent addition of a ladder truck (2013) and the anticipated future purchase of a pumper/rescue will position the Department comfortably for the near future. The Department is also committed to a comprehensive maintenance program.

### **A Dedicated and Well Trained Wildland Firefighter Division**

This Department currently is afforded one full time position of Wildland Firefighter through a grant funded position; this position is also cross trained in structural firefighting. Several other paid personnel and volunteers are cross trained in structural/wildland firefighter duties. The Department also has an apparatus specifically for responding to wildland fires and duties.

### **Progressive, Flexible Five Year Plan**

The adoption of this Plan will create a living document that will aid both the Board and the Chief in keeping on track with the goals and needs of the Department.

### **A Computerized Program of Record Keeping**

The recent acquisition of computers and the needed programs has given the Department the ability to supply the information necessary for the Board to make educated budgetary decisions.

### **An Ongoing Training Program**

The Department has an outstanding training program. The Department has an active committee working toward training for potential large-scale incidents.

## **WEAKNESSES**

The Department views its primary weaknesses as:

1. Budget Funds/Revenue
2. Lack of IGA with ADOT
3. Water Pressure and Availability
4. Shortening Response Times
5. Lack of Manpower
6. Inability to Retain Employees
7. Non-Tax Paying Entities
8. Inspection Code and Enforcement
9. Meeting Lower ISO Rating
10. Specialty Equipment

### **Budget**

The Board is entirely responsible for the financial oversight of the Department. The Board recognizes that because of the tremendous growth possibly facing the District, they must take the prudent steps necessary to provide the citizens of the District and the Town with the adequate fire and emergency protection that is required per the Town of Tusayan's Proclamation.....**"WHEREAS; cities and towns in Arizona work 24 hours a day, seven days a week to deliver vital city services such as fire, police and emergency medical response to ensure safe communities;.....** The Board also recognizes the inability of the District to retain employees due to its lower pay scale dictated by its budget



constraints. The Board also recognizes this now requires additional funding sources other than the current sources available.

### **Lack of IGA with ADOT**

The District and the Board recognize that the current lack of an IGA between ADOT and TFD leaves the District in a vulnerable position when providing services to entities within the ADOT area. The current IGA draft presented to ADOT from the District in 2013 addresses the lack of secured, long term housing for the District.

### **Water Pressure and Water Availability**

The Board recognizes that in the past there have been serious problems within the District concerning water pressure and availability. The District will continue to work with the different entities involved to solve these problems.

### **Shortening Response Times**

The Board and Chief recognize the need to shorten the response time from a current average of five minutes to two minutes or less. This is a very serious problem that must be addressed as soon as possible.

### **Lack of Manpower**

Key to the lack of shorter response time is the lack of manpower. The Board and Chief realize this is the #1 priority to strengthen the effectiveness of the Department by hiring enough qualified, well trained personnel to ensure 24/7 services.

### **Inability to Retain Employees**

The District recognizes its inability to retain employees due to the lack of secured, long term housing in the area. The Board and Chief believe the Department must work towards obtaining housing opportunities by obtaining Memorandum of Understanding(s) or Intergovernmental Agreement(s) with local businesses or ADOT. Obtaining additional funding to increase its current pay scales and to hire additional employees is also a key part in maintaining the ability to retain employees.

### **Non-Tax Paying Entities**

The Board continues to recognize the lack of ability to attain funding from non-tax paying entities within the District that are being served by the Department. The Department has recently enacted charging for these services per ARS 48-814.

### **Inspection and Code Enforcement**

The Board and Chief view its inspection and code enforcement branch as very weak. This is due to the lack of manpower to provide these services and the lack of communication among the Town Building Department Agency and business owners in regards to the proper channels to be followed in order to obtain Certification of Occupancies.

## **Meeting Lower ISO Standards**

Although the District has worked diligently on lowering the rating from a 10 to a 6, we would ultimately like to be at a 5 or lower. The District is awaiting a decision from ISO on the current rating inspection.

## **Specialty Equipment**

The Board and Chief believe the Department must work toward obtaining the specialty equipment necessary to handle the hazardous material and special rescue equipment (trench extraction, etc.) that are becoming increasingly necessary in the Department as a result of manmade or natural disasters.

## **OPPORTUNITIES**

The Board views its primary opportunities as:

1. Identify Emergency Service Needs Assessment for the Community
2. Educate the Public
3. Unite the District
4. Team Building
5. Growth
6. Maintain the Strategic Plan

### **Identify Emergency Service Needs Assessment for the Community**

The Board and Chief recognize the need for a Continuing Process of self-assessment in relation to emergency services and non-emergency services for the District and the Town.

### **Educate the Public**

The District needs to organize a strong program of public education outlining the goals and objectives of the Department.

### **Unite the District**

By involving community members in the strategic planning process and working with Town and County officials, the Board feels this will assist in unifying the District in a common goal.

## **Team Building**

The Board and Chief have a strong desire to continue building a better relationship between District personnel, Administration, the District Board, the Town, ADOT and other governmental agencies located inside, or outside, its District.

## **Growth**

The District Board will continue to monitor the need to expand its legal boundaries in conjunction with growth of the community. The District Board views the tremendous potential for growth in the District as an opportunity to proactively strengthen the position of the Department.

## **Maintain the Strategic Planning Committee**

The Board and Chief desire to keep an active strategic planning committee involved on an annual basis for the purpose of recommended adjustments to the Plan.

# **THE DISTRICTS' STRATEGIES**

## **2015/2020**

1. Obtain additional funding sources in order to hire the additional employees needed to continue and raise the level of services required by the District and the Town.
2. Maintain all current paid personnel on duty, as well as hire two additional full time paid Firefighters/EMTs. This will provide the District with two men per shift 24 hours a day, seven days a week.
3. Set aside funds towards the purchase a Class A Pumper and other necessary equipment.
4. Set aside funds for the future development of a comprehensive community fire awareness program, training program, and specialty equipment.

		Days	Cost Per Day
Current Budget	\$672,000	365	\$1,841.10
Current Revenues	\$451,000	245	
Town Funded Positions	\$109,000	59	
Grand Funded Position	\$45,000	24	
Current Deficit	\$67,000	36	
Unfunded Days for 2015		119	
	\$221,000		
<b>TOTAL DEFICIT W/OUT GRANT AND TOWN FUNDS</b>			<b>\$221,000</b>
<b>DEFICIT NEEDS TO INCLUDE 10% COST OF LIVING</b>			<b>\$243,100</b>

**CURRENT REVENUE FROM TOWN 4% TAX \$1.8 MIL**

**TAX RATE FOR TFD TO GET \$243,100 WOULD BE .0054%**

**THESE AMOUNTS WILL KEEP US RUNNING AS WE ARE NOW - BARE BONES EMPLOYEES**

**0.01 - the ACTUAL INCREASE WE ARE REQUESTING WILL GIVE US \$450,000 IN REVENUE INCREASE**

#### **SHORTFALLS/DEFICITS**

\$109,000 Two Currently funded Positons  
 \$45,000 Grant Funded Position  
 \$67,000 Current Hard Dollar Amount Deficit  
 \$27,000 Amount previsoulsy donated back by Red Feather for land lease  
 \$42,857 \$300,000 Decreased property taxes/assessed values over last 7 years  
 \$12,000 Owed to Canyon Plaza Resort  
 \$60,000 One additional paid firefighter  
**\$362,857**

TFD has a current Line of Credit (LOC) through the Coconino County Treasury's Office in the amount of \$80,000. Each budget year end (June 30) this amount must be cleared out and at a 0 balance owed to the Treasury. The budget year ending 2014 TFD did not have enough to clear this LOC so Canyon Plaza Resort paid their entire property tax bill & the county released the portion due to TFD early, as well as Canyon Plaza resort personally loaned us \$12,000 to help balance out the LOC. We will now not be getting such a large chunk on the second half of property taxes due to the early payment and we still owe Canyon Plaza \$12,000.

We are still owed approx. \$45,000 by grant monies that have already been paid out by TFD

## Tusayan Fire District

### Firefighter/EMT Wage and Benefits

- Wage: \$31,200 (15.00 per hour)
- Insurance: Health \$5,550 (AVERAGE for Male 35)
- Retirement: \$4,000
- Dental: \$544
- Vision Care: \$111
- State Comp: \$2,500
- Housing: \$14,400
- Stipends: \$2,000

Total cost of Firefighter/EMT Position: **\$60,305**

(-) Minus Housing = 45,905.00(housing is used in lieu of volunteering 2 nights a week)

#### Grand Canyon AZ Yearly Firefighter Emt Pay Statistics

Average Yearly Firefighter Emt Salary	\$38,043 - \$57,064
Starting Yearly Firefighter Emt Salary	\$31,329 - \$46,994
Top Yearly Firefighter Emt Salary	\$44,756 - \$67,135

#### Grand Canyon AZ Monthly Firefighter Emt Pay Statistics

Average Monthly Firefighter Emt Salary	\$3,170 - \$4,755
Starting Monthly Firefighter Emt Salary	\$2,611 - \$3,916
Top Monthly Firefighter Emt Salary	\$3,730 - \$5,595

#### Grand Canyon AZ Hourly Firefighter Emt Pay Statistics

Average Hourly Firefighter Emt Salary	\$17 - \$25
Starting Hourly Firefighter Emt Salary	\$14 - \$21
Top Hourly Firefighter Emt Salary	\$20 - \$30

ITEM NO. 5A

# **TUSAYAN TOWN COUNCIL MUNICIPAL CODE WORKSHOP**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03  
Wednesday, January 7, 2015 at 5:00pm  
TUSAYAN TOWN HALL BUILDING  
845 Mustang Drive, Tusayan Arizona

## **TOWN COUNCIL SUMMARIZED MINUTES**

### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the meeting to order at 5:05pm and the Pledge of Allegiance was recited.

### **2. ROLL CALL**

Upon roll call, the following were present:

**MAYOR GREG BRYAN  
VICE MAYOR CRAIG SANDERSON  
COUNCILMEMBER BILL FITZGERALD  
COUNCILMEMBER AL MONTOYA  
COUNCILMEMBER JOHN RUETER**

Also present were:

Will Wright, Town Manager  
Melissa Malone, Town Clerk

### **3. DISCUSSION OF INCORPORATING THE INITIATIVE REGARDING DIRECT ELECTION OF THE MAYOR (PASSED BY THE VOTERS ON NOVEMBER 4, 2014) INTO THE TOWN CODE**

**The Council may wish to go into Executive Session pursuant to A.R.S. Section 38-431.03.A.3 & A.4 for discussion and consultation with the Town Attorney in order to receive legal advice and give direction concerning the process for integrating the language of the initiative into the Town Code.**

At 5:08pm, Councilmember Montoya made a motion to take the Council into Executive Session. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.

The Council entered Executive Session and discussed this item with the Town Attorney, Bills Sims, via phone.

At 6:28pm, Councilmember Montoya made a motion to take the Council out of Executive Session and back into regular session. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.

### **4. DISCUSSION OF DRAFT LANGUAGE FOR THE TUSAYAN MUNICIPAL CODE**

The Council postponed the remainder of this discussion until the next workshop.

#### **A. Chapter 2 – Mayor and Council (Articles 1 & 2)**

**B. Chapter 3 – Manner of Elections**

**5. MOTION TO ADJOURN**

Councilmember Rueter made a motion to adjourn the meeting at 6:29pm.  
Councilmember Rueter seconded the motion and it passed on unanimous vote.

**ATTEST:**

\_\_\_\_\_  
**Greg Bryan, Mayor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Melissa M. Drake, Town Clerk**

**CERTIFICATION**

State of Arizona       )  
                                  ) ss.  
Coconino County       )

I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on January 7, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 8<sup>th</sup> day of January, 2015

\_\_\_\_\_  
**TOWN CLERK**



## **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03  
Wednesday, January 7, 2015 at 6:00pm  
TUSAYAN TOWN HALL BUILDING  
845 Mustang Drive, Tusayan Arizona

### **TOWN COUNCIL SUMMARIZED MINUTES**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the meeting to order at 6:36pm and the Pledge of Allegiance was recited.

#### **2. ROLL CALL**

**MAYOR GREG BRYAN  
VICE MAYOR CRAIG SANDERSON  
COUNCILMEMBER BILL FITZGERALD  
COUNCILMEMBER AL MONTOYA  
COUNCILMEMBER JOHN RUETER**

Also present were:

Will Wright, Town Manager  
Melissa M. Drake, Town Clerk

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

None

**\*\*Mayor Bryan stated that during the Executive Session, preceding this meeting, the Council gave direction to the Town Attorney to gather more information regarding Item 7.C. He stated that the Council will not discuss 7.C. tonight but will take comment from the public.\*\***

#### **4. CEREMONIAL AND/OR INFORMATIONAL MATTERS**

None

#### **5. CONSENT AGENDA**

Councilmember Fitzgerald made a request to remove the minutes of 12/22/14

##### **A. Minutes of the Town Council Regular Meeting on 12/17/14 and Special Meeting on 12/22/14**

##### **B. Accounts Payable Billings**

Vice Mayor Sanderson made a motion to approve the Consent Agenda minus the Minutes from the Special Meeting on 12/22/14. Councilmember Montoya seconded the motion and it passed on unanimous vote.

Councilmember Fitzgerald asked to amend the Minutes of 12/22/14 by adding the following:

- Councilmember Fitzgerald asked the Town Manager if he knew that Squire Saunders had worked with Stilo on the School Agreement. Manager Wright stated that he did not.
- Councilmember Fitzgerald stated that in May, the Mayor stated that he and Councilmember Rueter would be in a meeting with the National Forest Service. Councilmember Fitzgerald stated that the Mayor then signed the application 3 days later without bringing it back to the full Council for discussion.

Vice Mayor Sanderson made a motion to approve the Minutes of 12/22/15 as amended by Councilmember Fitzgerald. Councilmember Fitzgerald seconded the motion and it passed on unanimous vote.

**The Mayor moved to Item 7**

## **7. ACTION ITEMS**

### **A. Consideration, discussion, and possible action regarding the School/Sports Complex Utility Extension and CDBG Improvements**

Town Engineer, Rick Schuller, with Woodson Engineering, presented the original and newly proposed routes for utilities and associated estimated costs for the Sports Complex.

The Council discussed the options.

Mr. Schuller also presented estimated costs for the CDBG portion of the project.

Robert Petzoldt from the Tusayan Sanitary District stated another option could be to request a waiver for an alternative septic system from the District Board.

Councilmember Fitzgerald stated that the route which ties into the utility lines on the Vail's property would be the lowest cost option and makes the most sense.

Vice Mayor Sanderson stated that he'd like to explore an option for a water tank on site and sewer to the Vail's or the alternative septic system that Mr. Petzoldt had mentioned.

Councilmember Rueter, representing Hydro Resources, stated that Hydro Resources investigated and will be able to serve the property since it is contiguous to its service area.

Councilmember Rueter stated his opinion that the best option would be to tie into the Vail's water and sewer lines and then pave the driveway where the lines will run to prevent erosion.

Councilmember Fitzgerald made a motion to select the option of tying in to the water and sewer lines at the Vail's Property and direct the Town Manager to negotiate an easement and maintenance agreement with the Vails. Councilmember Rueter seconded the motion. Mayor Bryan stated that the total cost estimate would be approximately \$59,000. Mayor Bryan also stated that he was in favor of moving forward with the water line tying in to the Vail's utilities but wished to explore the alternative septic option.

The motion carried with a vote of 3 to 2 with Mayor Bryan and Councilmember Montoya voting "No" in favor of waiting on estimates for an alternative septic system.

**B. Consideration, discussion, and possible approval of Costs and Method of Storage, Installation & Removal of Holiday Lights along Highway 64 in Town**

Manager Wright introduced a proposal from the Tusayan Sanitary District to begin charging for the storage, installation, and removal of holiday lights for the Town instead of doing the job for no charge. He also stated that there was an estimate in the packet for adding a platform to the Toolcat so that Town maintenance staff can do the job.

Mr. Petzoldt stated that he was in favor of the Town taking on the responsibility. Mayor Bryan thanked the Sanitary District for all they have done and stated that he was shocked with the change.

The Council discussed the options and the possibility of taking on the job and turning it into an annual volunteer event.

Vice Mayor Sanderson made a motion to ask the Sanitary District to donate their time to remove the lights this year, to have the Town pay them \$85 per month for storage until a plan to move forward can be developed, direct the Town Manager to develop a plan for future storage, installation, removal, and place this item on the next agenda for response from the District. Councilmember Rueter seconded the motion and it passed on unanimous vote.

**C. Consideration, discussion, and possible approval of Town Municipal Code Chapter 2 (Mayor and Council) Articles 1 & 2 and Chapter 3 (Manner of Elections)**

Mayor Bryan stated that the Council, with the Town Attorney, has identified 3 areas of the initiative that could be issues:

1. Confusion as to whether there will be 4 Councilmembers plus the Mayor or 5 Councilmembers plus the Mayor
2. Whether the Council has the power to fill a vacant position until an election can be held
3. Whether the call of a special election could be in conflict with state statute

Mayor Bryan stated that the Town Attorney is working on resolving these issues.

Mayor Bryan welcomed public input but there was none.

**D. Consideration, discussion, and possible approval of Investing Town Funds**

Manager Wright stated that Town funds are currently in a very low return savings account. He stated that an alternative option has been identified with higher yield, insured certificates of deposit and federal government agency bonds.

The Council discussed options from Time Value Investments, Inc. (TVI) and the Arizona Local Government Investment Pool, including interest rates, penalties, etc.

The Town Manager will forward additional information on TVI and its website information to the Council.

Mayor Bryan made a motion to authorize the Town Manager to invest \$1M for 1 year, \$2M for 2 years, and \$1M for 3 years. Councilmember Rueter seconded the motion and it passed on unanimous vote.

Manager Wright will research more information on shorter term investments for discussion at the next meeting.

## **8. DISCUSSION ITEM**

### **Review and discussion of options for restroom buildings for CDBG project at the Sports Complex**

Manager Wright stated that since the vault and haul option has been eliminated, the 2 best remaining restroom models are the Kodiak and the Montrose from CTX.

Manager Wright will bring back full packages on the Montrose with drinking fountains, heating, water heater, signage, stainless steel fixtures, waterless urinals, lighting, etc. (Manager Wright will check with Tim Jarrell at Grand Canyon National Park on why they stopped using waterless urinals.)

## **6. COMMITTEE REPORTS**

### **A. Update on the Sports Complex Committee**

Manager Wright stated that there is no update other than what has already been discussed.

### **B. Update from the Planning and Zoning Commission**

None

## **9. TOWN MANAGER'S REPORT**

Manager Wright noted the following from his report which was in the packet:

- Councilmember Montoya asked for a status on the ADOT encroachment permit status and the quotes from TAPCO on the crosswalk improvements. Manager Wright stated that ADOT is waiting on information from TAPCO.
- The IGA with the School District on the Sports Complex needs to be revised and updated to include a survey and clarification of the Town's ability to move forward on projects.
- The topographic map of the Town was received today
- The scoping meetings with the Forest Service for access will begin within the next 4 weeks
- The Mayor is not able to attend the mitigation for Emergency Managers classes on 1/13-14/2015. If another Councilmember can attend, please contact the Town Manager.

- Tim Stine had good reviews on his last training and we expect to hear from the State soon on his ability to become the Manufactured Home Inspector for the Town

#### **10. FUTURE AGENDA ITEMS**

- 1/21/15 – Coconino County Community Development presentation on their services
- 1/21/15 – Initiative discussion (executive session at 5:30pm) and possibly action item
- 1/21/15 – Short term Investment options
- 1/21/15 – Action on Montrose model restroom
- 1/21/15 – Sanitary District Holiday Lighting removal response

#### **11. COUNCIL MEMBERS' REPORTS**

None

#### **12. MAYOR'S REPORT**

None

#### **13. MOTION TO ADJOURN**

Councilmember Montoya made a motion to adjourn the meeting at 9:36pm.  
Councilmember Rueter seconded the motion and it passed on unanimous vote.

**ATTEST:**

\_\_\_\_\_  
**Greg Bryan, Mayor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Melissa M. Drake, Town Clerk**

**CERTIFICATION**

State of Arizona       )  
                                  ) ss.  
Coconino County       )

I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on January 7, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

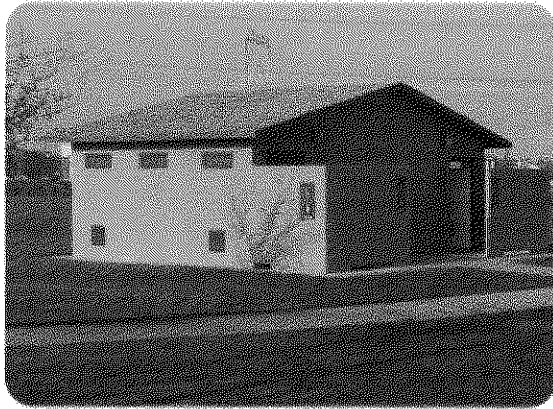
DATED this 12<sup>th</sup> day of January, 2015

\_\_\_\_\_  
Town Clerk

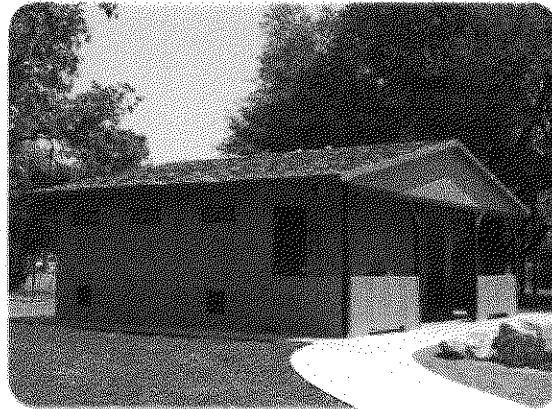
ITEM NO. 7A


[Contact Us](#) | [Site Map](#)


### Montrose Flush Restroom

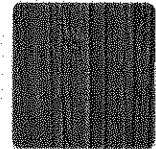


**Split Face Block Walls in Liberty Tan  
Cedar Shake Roof in Granite**

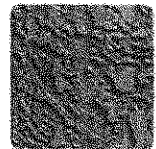


**Barnwood Walls in Western Wheat  
Cedar Shake Roof in Nuss Brown**

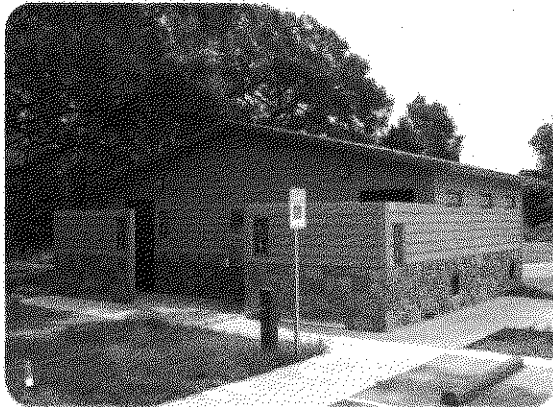
#### WALL TEXTURES: STANDARD



#### Barnwood AVAILABLE OPTIONS



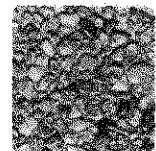
**Stucco**



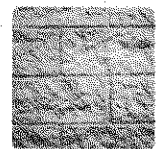
**Horizontal Lap Walls in Natural Honey  
with Napa Valley Stone  
Cedar Shake Roof in Rich Earth color**



**Interior Photos with Stainless Steel  
Fixtures**



**Aggregate**

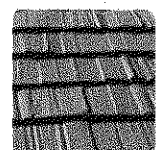


**Split Face Block**

#### MULTI-FLUSH, FULLY ACCESSIBLE BUILDING


[Request  
for Quote](#)

#### ROOF TEXTURES: STANDARD



#### Aggregate AVAILABLE OPTIONS

The Montrose is a versatile multi-flush building designed to meet the needs of most high use parks. The Montrose is designed to meet all current American with Disabilities Act requirements. Standard features include sinks, toilet bowls, urinals, interior and exterior lights.

The Montrose can be ordered in several different textures and multiple different and unique earth tone colors. It can be configured with a privacy screen, full porch, or without either.



**DURABILITY:**

The Montrose is engineered and designed for long-life in extreme conditions. The building meets or exceeds the effects of a seismic design category E earthquake, a 150-mph wind load and a 250-pound per square foot snow load.

**MAINTENANCE:**

The Montrose is extremely easy to maintain. With our reinforced concrete construction, the building will not rot, rust, or burn. The white interior reflects natural light from steel framed Lexan windows which are cast into the walls. Interior cleaning is easily accomplished with a brush and warm soapy water. Stall partitions are the same high strength concrete as the exterior walls and roof, all coated with anti-graffiti sealer. The walls and roof are made of "colored through concrete", coated with an exterior stain, followed by an anti-graffiti sealer.

**UTILITIES:**

The utilities are pre-wired, plumbed and tested before shipping to meet local code requirements. They are concealed within the chase/storage area for easy hookup and maintenance and to minimize vandalism. Standard plumbing fixtures are of vitreous china construction. Stainless steel fixtures, hot water and room heater are available as options.

**HOOK UP AND INSTALLATION:**

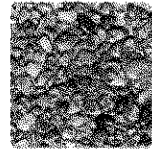
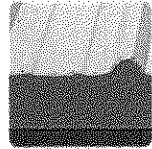
Minimal site work is required. The Building is installed on minimum six-inch thick, compacted gravel base. Water, sewage, and electrical utility lines are stubbed up through the prepared base to match up with the utility access hole in the floor of the chase area.

The two sections of the Montrose are post-tensioned, and the utilities connected. Full installation is completed in 1-2 days, substantially faster than a site built building.

**QUALITY AND VALUE:**

CXT produces consistently high quality buildings at competitive costs. Our state of the art facilities are fitted with the latest technology to insure we meet our customers' high standards. We pride ourselves in our craftsmanship and our legendary customer service. See why our customers say, "Once you buy a CXT produced building you will never purchase anything else."

We at CXT take pride in our craftsmanship and are ready to provide you with our legendary customer service. See why we say, "Once you buy a CXT produced building you will never purchase anything else."

**Aggregate****Ribbed  
Metal**

[Home](#) | [Buildings](#) | [Gov Purchasing](#) | [Installation](#) | [RFQ](#) | [Parts](#) | [Textures](#) | [Colors](#) | [References/News](#) | [Contact](#) | [Site Map](#)

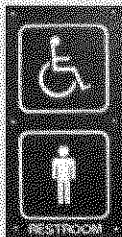
# MONTROSE

*Multi-flush, fully accessible.*



*\*Montrose with privacy screen, split face block wall texture, and cedar shake roof.*

The Montrose is a versatile multi-flush building designed to meet the needs of most high use parks.



The Montrose is designed to meet all current American with Disabilities Act requirements. Standard

features include sinks, toilet bowls, urinals, interior and exterior lights.

The Montrose can be ordered in several different textures and multiple different and unique earth tone colors. It can be configured with a privacy screen, full porch, or without either.

## **Durability:**

The Montrose is engineered and built for long-life in extreme conditions. It is capable of meeting extreme Zone 4 earthquake requirements, hurricane force winds, and extreme snow loads.

## **Maintenance:**

The Montrose is extremely easy to maintain. With our reinforced concrete construction, the building will not rot, rust, or burn. The white interior reflects natural light from steel framed Lexan windows which are cast into the walls. Interior cleaning is easily accomplished with a brush and warm soapy water. Stall partitions are

the same high strength concrete as the exterior walls and roof, all coated with anti-graffiti sealer. The walls and roof are made of "colored through concrete", coated with an exterior stain, followed by an anti-graffiti sealer.

Meets UFAS, A.D.A. and Title 24 statute of the State of California

Vandal resistant building & toilet components

4" thick steel reinforced concrete walls

5" thick steel reinforced concrete roof & floors

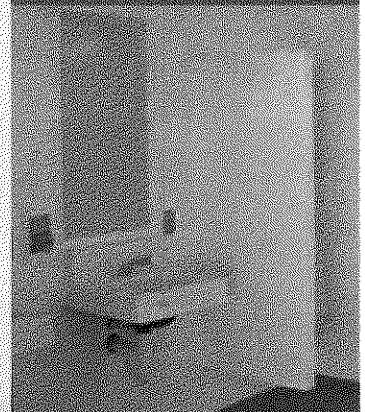
Quick installation and hookup at the jobsite

Available in (25) different and unique earthtone colors

Barnwood, stucco, exposed aggregate, or split face block exterior wall textures

Cedar shake, ribbed metal, or exposed aggregate exterior roof textures

Custom textures and colors available





### **Utilities:**

The utilities are pre-wired, plumbed and tested before shipping to meet local code requirements. They are concealed within the chase/storage area for easy hookup and maintenance and to minimize vandalism. Standard plumbing fixtures are of vitreous china construction. Stainless steel fixtures, hot water and room heater are available as options.

### **Hook Up and Installation:**

Minimal site work is required. The Building is installed on minimum

six-inch thick, compacted gravel base. Water, sewage, and electrical utility lines are stubbed up through the prepared base to match up with the utility access hole



in the floor of the chase area.

The two sections of the Montrose are post-tensioned, and the

utilities connected. Full installation is completed in 1-2 days, substantially faster than a site built building.

### **Quality and Value:**

CXT produces consistently high quality buildings at competitive costs. Our state of the art facilities are fitted with the latest technology to insure we meet our customers' high standards. We pride ourselves in our craftsmanship and our legendary customer service. See why our customers say, "Once you buy a CXT produced building you will never purchase anything else."



*\*Montrose with porch overhang, barnwood texture, and cedar shake roof.*

# **LB Foster**

CXT® Concrete Buildings

CXT Incorporated  
An L.B. Foster Company

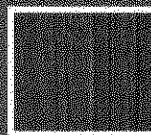
Spokane Industrial Park  
3808 N. Sullivan Road Bldg. #7  
Spokane, WA 99216

Telephone 509-921-8766  
Fax 509-928-8270  
Toll Free 800-696-5766

[www.cxtinc.com](http://www.cxtinc.com)

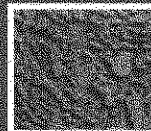
### **Wall Textures:**

#### **Standard:**

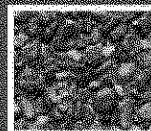


*Barnwood*

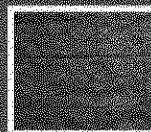
#### **Available Options:**



*Stucco*



*Exposed Aggregate*



*Split Face Block*

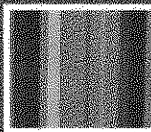
### **Roof Textures:**

#### **Standard:**

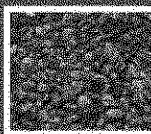


*Cedar Shake*

#### **Available Options:**



*Ribbed Metal*



*Exposed Aggregate*

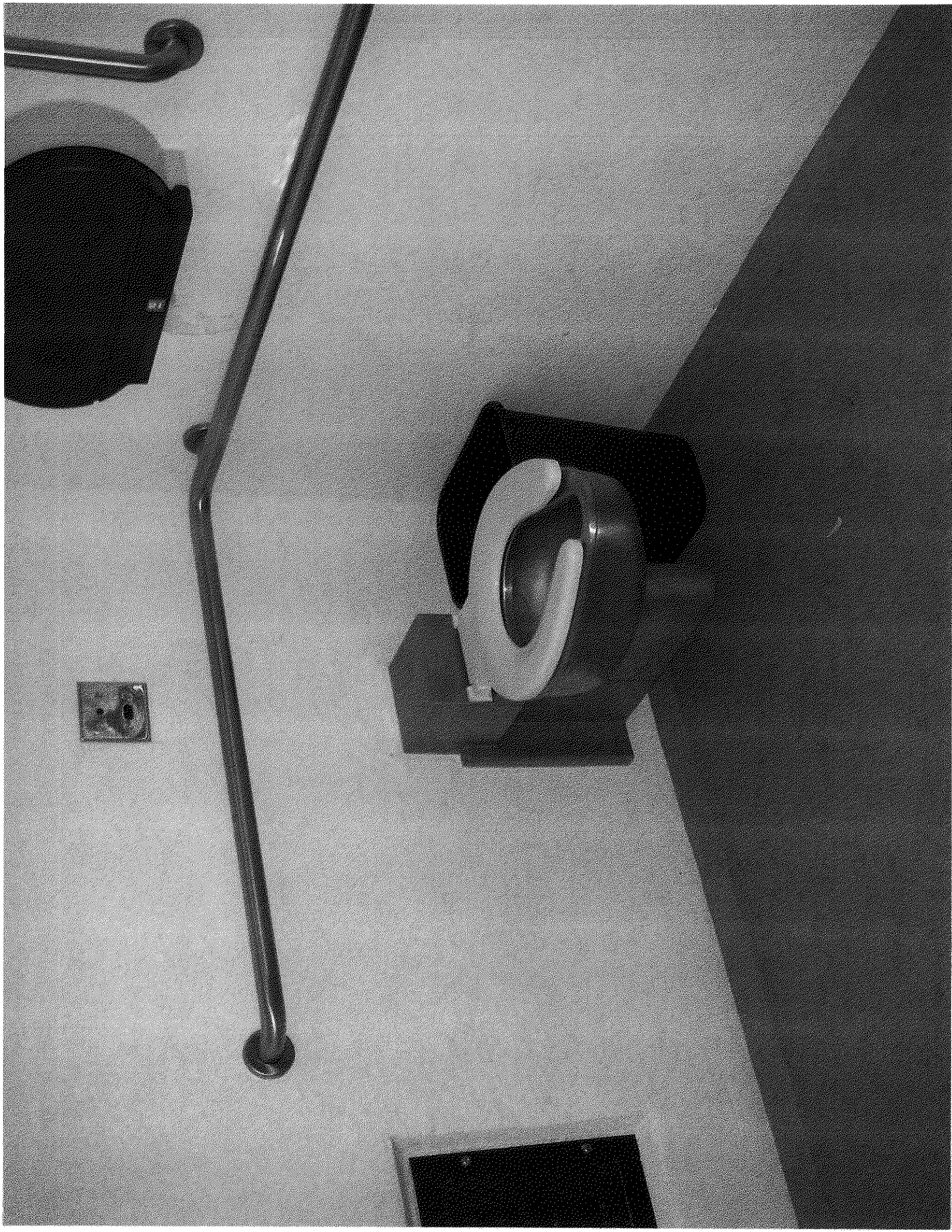
*Also available in  
custom colors and  
textures.*











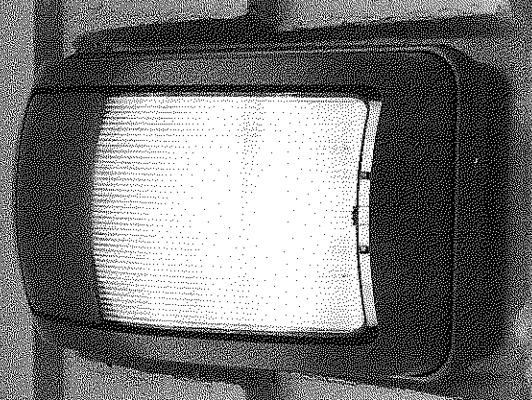






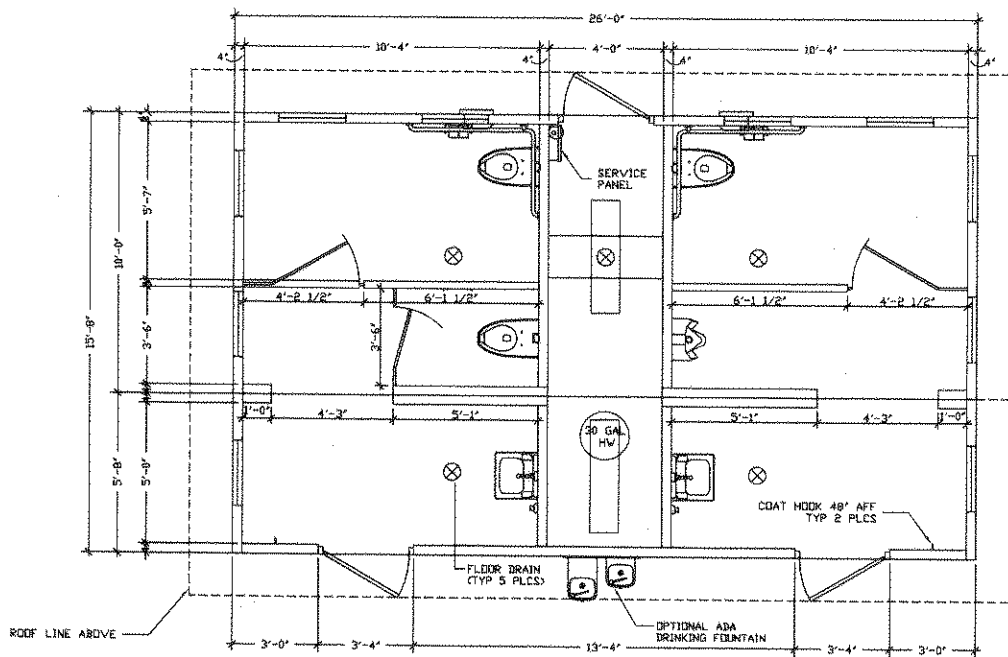








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Precast Products

PROJECT  
MONTROSE  
CXT STANDARD BUILDING

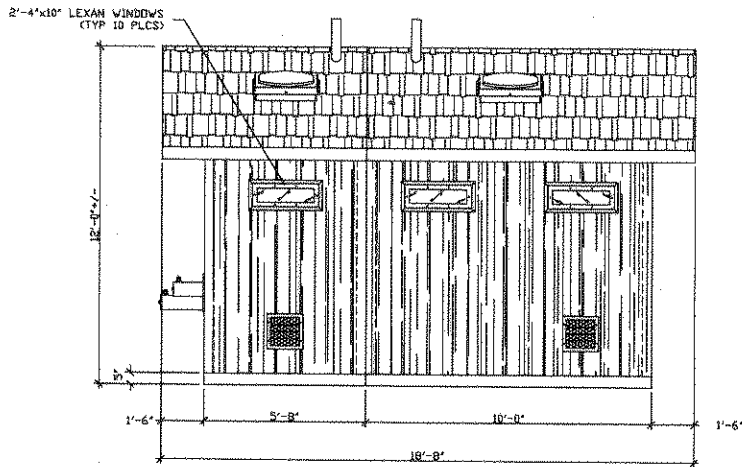
NOTES  
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CXT Incorporated			
DATE	1/28/21	BY	1/28/21
DESIGN	1/28/21	BY	1/28/21
CONSTRUCTION	1/28/21	BY	1/28/21

FLOOR PLAN

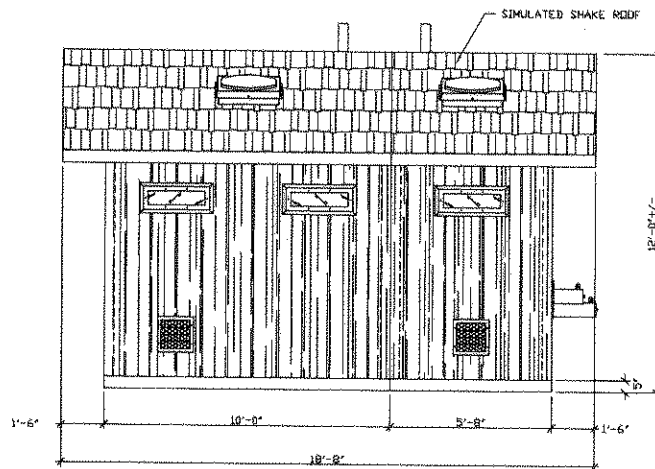
DWG. NO.	REV.
M-03	

NOTES: 1. SEE DRAWING M-27 FOR SIZE AND LOCATION OF FLOOR BLOCKOUTS



RH SIDE ELEVATION

FOR  
REFERENCE  
ONLY



LH SIDE ELEVATION

**CXT**  
Precast Products

MONROSE  
CXT STANDARD BUILDING

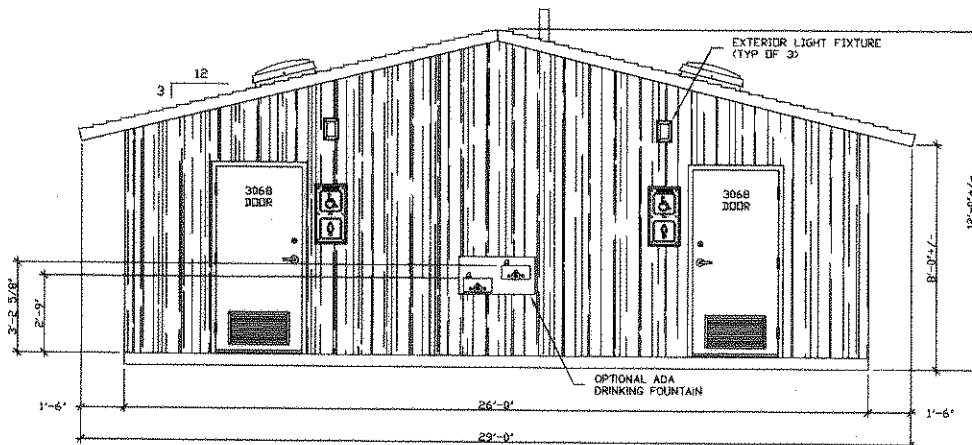
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CXT International

DATE	5/24/07	BY	SAH
DESIGNED	FILE NO.	REV	02-08-05
CHECKED	FILE NO.	REV	02-08-05

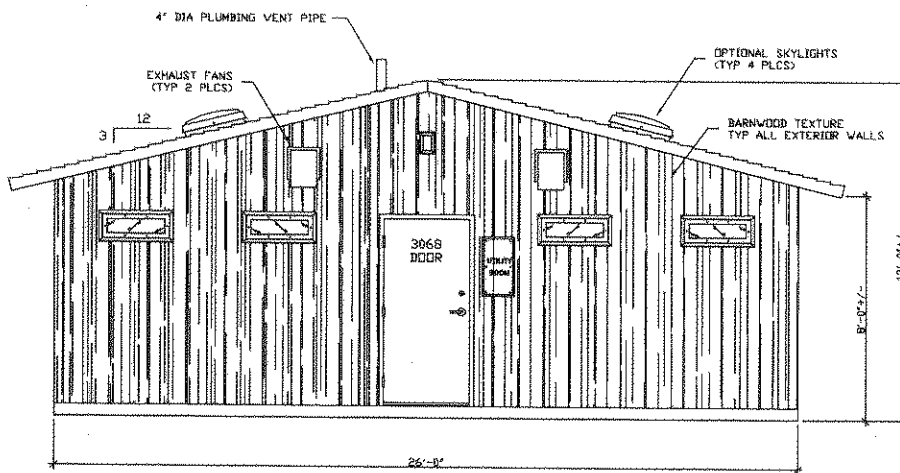
BUILDING ELEVATIONS

DWG NO. M-05 SHEET 1 OF 1



FRONT ELEVATION

FOR  
REFERENCE  
ONLY



REAR ELEVATION

**CXT**  
Precast Products

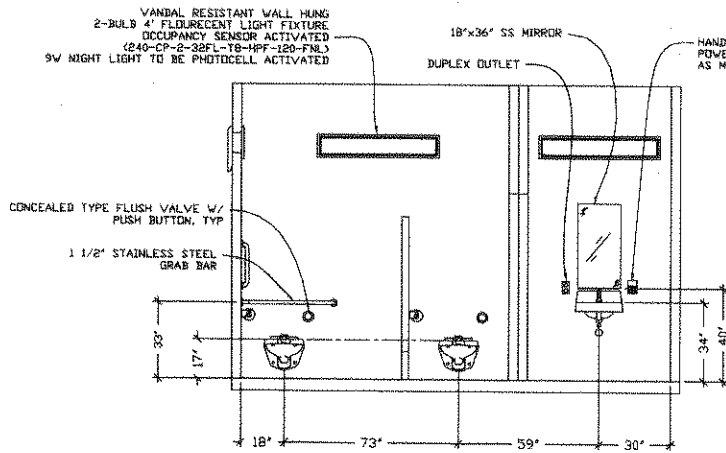
WENTROSE  
CXT STANDARD BUILDING

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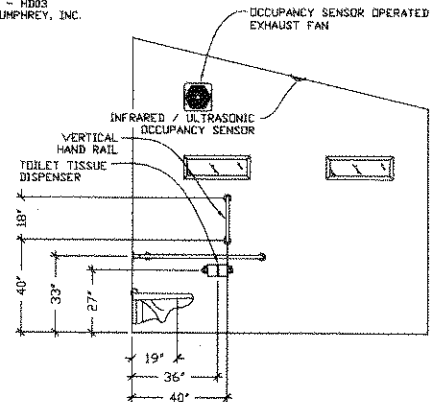
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12/20/11	11-11-11	11-11-11	11-11-11
12/20/11	11-11-11	11-11-11	11-11-11

BUILDING ELEVATIONS

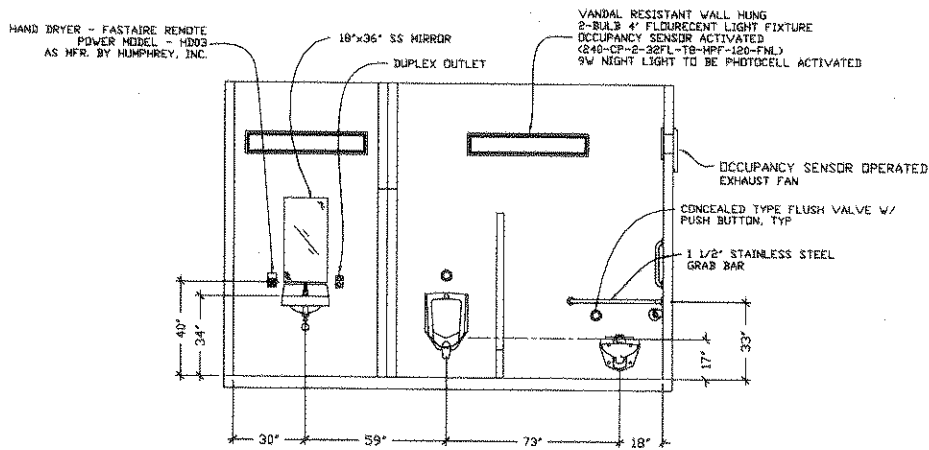
SHEET NO. M-04



INTERIOR ELEVATION - WOMEN'S RESTROOM



INTERIOR ELEVATION - MEN'S RESTROOM  
WOMENS OPPOSITE HAND



INTERIOR ELEVATION - MEN'S RESTROOM

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REFERENCE  
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Precast Products

FIGURE NO.  
CXT STANDARD BUILDING

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REV.	DATE	BY	CHKD.	APP'D.
1	12-28-2011	PLT		
2	12-28-2011	PLT		

INTERIOR ELEVATIONS

CXT INC. M-06



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Precast Products

THROUGH 3044  
MONTROSE with SCREEN  
CXT STANDARD BUILDING

**NOTICE**

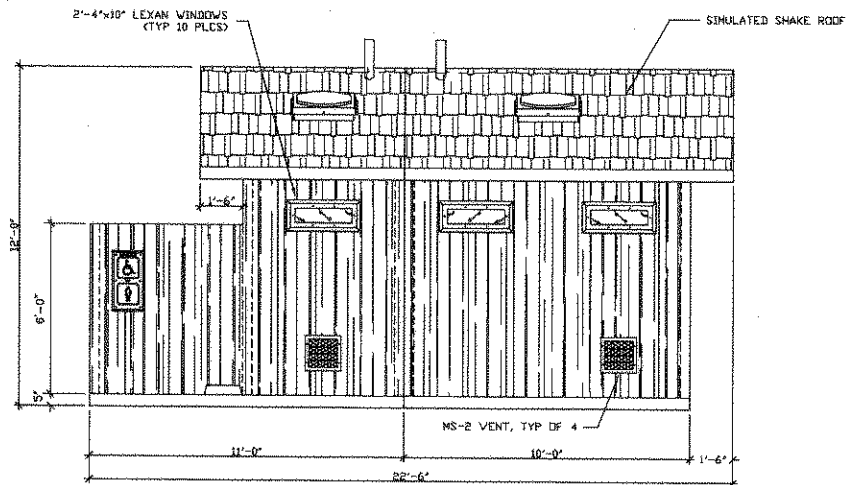
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CDT Incorporated

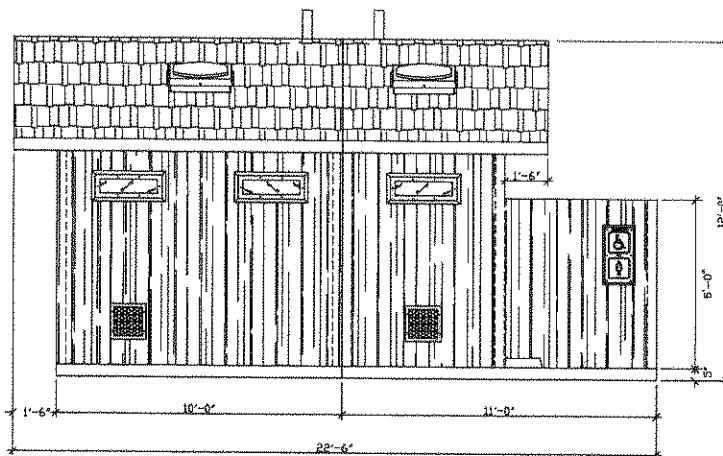
REV	DATE	BY	APP
SCALE	5/4/81	WJ	40-38-00
ORIGIN		DATE	
CDT INC		FILE NO.	CD-110023
CDT (1977)		PLAN	20

**FLOOR PLAN**

Doc No.	REV.
M-03	



RH SIDE ELEVATION



LH SIDE ELEVATION

FOR  
REFERENCE  
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Precast Products

MONTROSE with SCREEN  
CXT STANDARD BUILDING

NOTES:

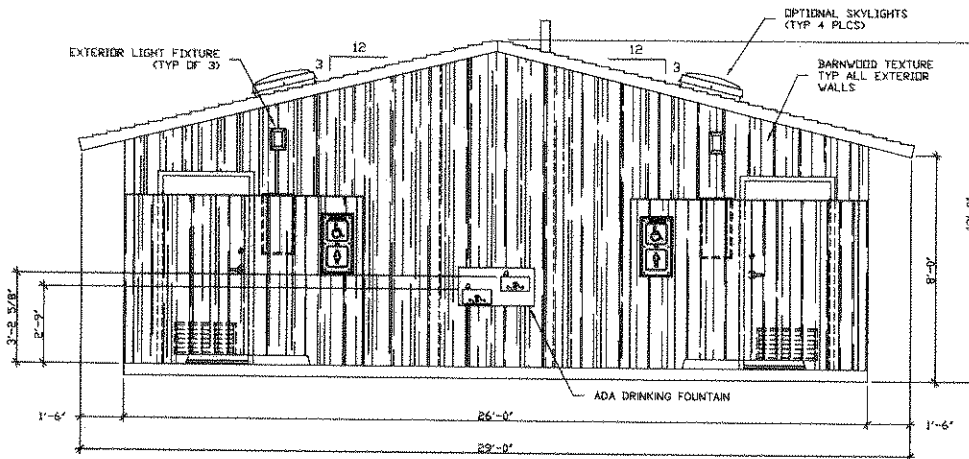
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CXT Incorporated

DATE	REVISION	BY	CHKD
11/16/11	1	11/16/11	11/16/11

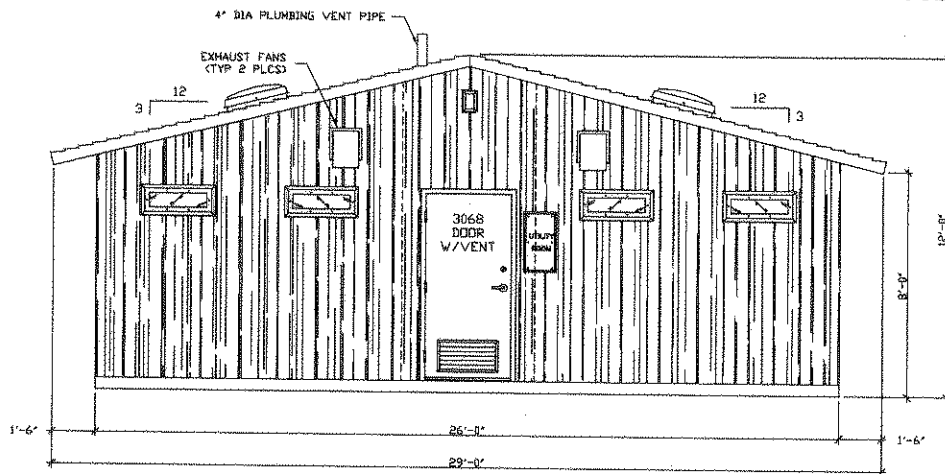
BUILDING ELEVATIONS

DWG NO. M-05



FRONT ELEVATION

FOR  
REFERENCE  
ONLY



REAR ELEVATION

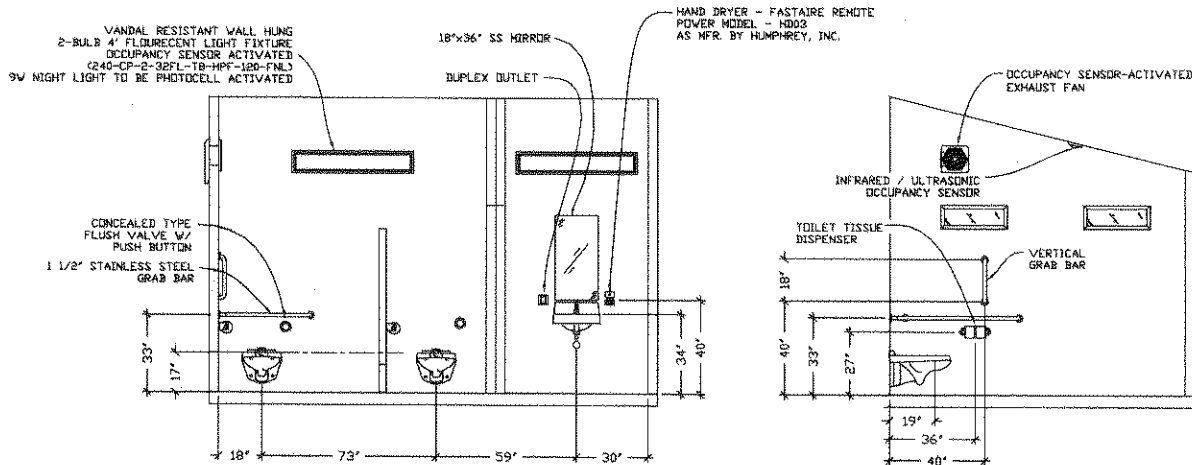
**CXT**  
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MONTROSE with SCREEN  
CXT STANDARD BUILDING

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CXT Incorporated			
DATE	PROJECT	BY	CHK
01/15/2011	100-000000	J. E. H.	J. E. H.
01/15/2011	100-000000	J. E. H.	J. E. H.

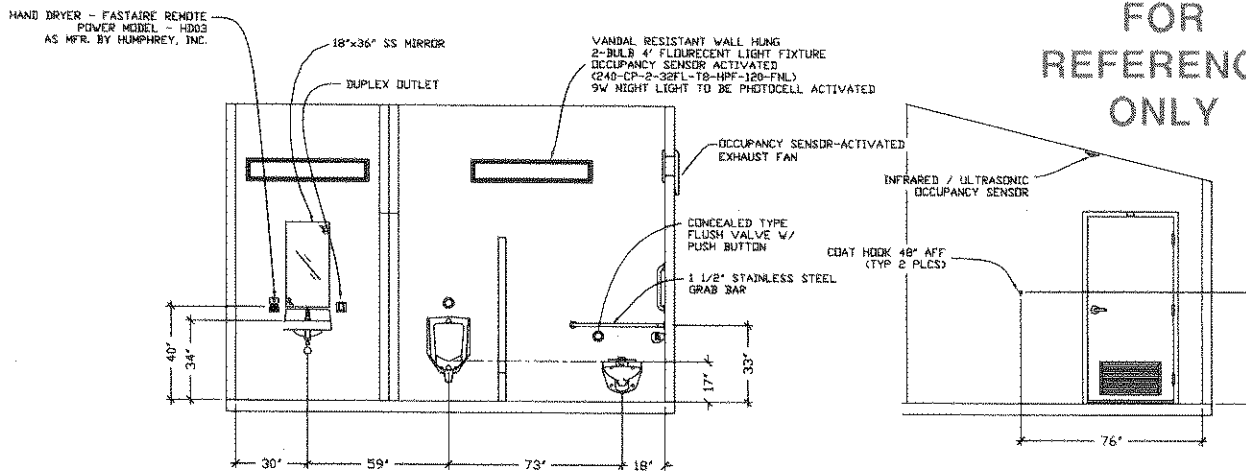
BUILDING ELEVATIONS

DWG NO. M-04  
REV. 1



INTERIOR ELEVATION - WOMEN'S RESTROOM

INTERIOR ELEVATION - MEN'S RESTROOM  
WOMENS OPPOSITE HAND



INTERIOR ELEVATION - MEN'S RESTROOM

INTERIOR ELEVATION - WOMEN'S RESTROOM  
MENS OPPOSITE HAND

FOR  
REFERENCE  
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MONITROSE WITH SCREEN  
CXT STANDARD BUILDING

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CXT Incorporated					
DATE	REVISION	BY	DATE	DATE	DATE
01/15/01	1	J.E.	01/15/01	01/15/01	01/15/01
01/15/01	2	J.E.	01/15/01	01/15/01	01/15/01
01/15/01	3	J.E.	01/15/01	01/15/01	01/15/01

INTERIOR ELEVATIONS

DATE	REVISION	BY	DATE	DATE	DATE
01/15/01	1	J.E.	01/15/01	01/15/01	01/15/01
01/15/01	2	J.E.	01/15/01	01/15/01	01/15/01
01/15/01	3	J.E.	01/15/01	01/15/01	01/15/01

M-06



**SPECIFICATIONS  
FOR MONTROSE STYLE  
FLUSH TOILET BUILDINGS**

**1.0 SCOPE**

This specification covers the construction and placing of the Montrose precast concrete flush toilet building as produced by CXT Incorporated.

**2.0 SPECIFICATIONS**

ASTM C33	Concrete Aggregates
ASTM C39	Method of Test for Compressive Strength of Cylindrical Concrete Specimens
ASTM C94	Standard Specification for Ready-Mixed Concrete
ASTM C143	Method of Test for Slump of Concrete
ASTM C150	Standard Specification for Portland Cement
ASTM A185	Standard Specification for Steel Welded Wire Reinforcement, Plain, or Concrete
ASTM C192	Method of Making and Curing Test Specimens in the Laboratory
ASTM C231	Standard Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method
ASTM C309	Standard Specifications for Liquid Membrane-Forming Compounds for Curing Concrete
ASTM C494	Standard Specification for Chemical Admixtures for Concrete
ASTM A615	Standard Specification for Deformed and Plain Carbon-Steel Bars for Concrete Reinforcement
ASTM C618	Standard Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolan for Use in Concrete
ASTM C979	Standard Specification for Pigments for Integrally Colored Concrete
ACI 211.1	Standard Practice for Selecting Proportions for Normal, Heavyweight, and Mass Concrete
ACI 306	Cold Weather Concreting
ACI 318	Building Code Requirements Structural Concrete and Commentary (includes Errata)
PCI MNL 116	Quality Control for Plants and Production of Precast Prestressed Concrete Products

### **3.0 MANUFACTURER CRITERIA**

The manufacturer supplying the requested precast concrete multi-flush facility must meet the following:

- A. Manufacturer must be ISO 9001 certified at the time of bid.
- B. Manufacturing plant must be PCI certified at the time of bid.
- C. Manufacturer must not have defaulted on any contract within the last five years.
- D. Manufacturer must provide stamped, engineered drawings prior to acceptance.
- E. Manufacturer must be pre-approved prior to bidding.
- F. Manufacturer must show four examples of precast concrete flush facilities produced, installed, and in use as an example of their ability to perform on this contract.
- G. Manufacture shall provide a 20 year warranty.

Manufacturers meeting these criteria are:

CXT, Incorporated  
Spokane Industrial Park  
3808 North Sullivan Road, Building 7  
Spokane, WA 99216  
Phone: 800-696-5766

### **4.0 DESIGN CRITERIA**

The Montrose has been designed to individually meet the following criteria. Calculations and Engineer's stamped drawings are available, for standard buildings, upon request by the customer and are for their sole and specific use only. The design criteria are to ensure that the Montrose not only will withstand the forces of nature listed below but will provide protection from vandalism and other unforeseen hazards. Design criteria include 2006 IBC Code, 2006 IPC, 2008 NEC.

- A. **Roof Snow Load**
  - 1. The Montrose is designed to withstand a 250 pounds per square foot snow load
- B. **Floor Load**
  - 1. The Montrose is designed to withstand 400 pounds per square foot floor load

**C. Wind Load**

1. The Montrose will withstand the effects of 150 mile per hour (3-second gust) wind exposure C

**D. Earthquake**

1. The Montrose will withstand the effects of a seismic group 1 seismic design category E earthquake.

**E. Additional Design Standards**

1. The Montrose is designed to meet the requirements of the Americans with Disabilities Act Requirements and Uniform Federal Accessibility Standards as of the date of this specification.
2. The Montrose is an all concrete. Design with a minimum 3/12 roof pitch.
3. The Montrose shall have a minimum 4 inch wall, 4 ½ inch roof, and 5 inch floor thickness.
4. All wall to floor interior surface seams shall have a minimum 1" radius coving made of high strength grout.

**5.0 MATERIALS**

**A. Concrete - General**

The concrete mix design will be designed to ACI 211.1 to produce concrete of good workability.

1. Concrete will contain a minimum of 675 pounds of cementitious material per yard. Cement will be a low alkali type I/II or III conforming to ASTM C-150
2. Coarse aggregates used in the concrete mix design will conform to ASTM C33 with the designated size of coarse aggregate #67.
3. Minimum water/cement ratio will not exceed .45.
4. Air-entraining admixtures will conform to ASTM C260. Water reducing admixtures will conform to ASTM C494, Type A.
5. If Self Compacting Concrete (SCC) is used, it must conform to ASTM C1611

**B. Colored Concrete**

1. Color additives will conform to ASTM C979. A 12"x12"x1" color sample will be available for customer approval.
2. The following will contain colored concrete:
  - a. Toilet building roof panels
  - b. Building walls
  - c. Screen panels

3. The same brand and type of color additive will be used throughout the manufacturing process.
4. All ingredients will be weighed and the mixing operation will be adequate to ensure uniform dispersion of the color.

**C. Cold Weather Concrete**

1. Cold weather concrete placement will be in accordance with ACI 306.
2. Concrete will not be placed if ambient temperature is expected to be below 35 degrees F. during the curing period unless heat is readily available to maintain the surface temperature of the concrete at least 45 degrees F.
3. Materials containing frost or lumps of frozen materials will not be used.

**D. Hot Weather Concrete**

The temperature of the concrete will not exceed 95 degrees F. at the time of placement. When the ambient reaches 90 degrees F. the concrete will be protected with moist covering.

**E. Concrete Reinforcement**

1. All reinforcing steel will conform to ASTM A615. All welded wire fabric will conform to ASTM A185.
2. All reinforcement will be new, free of dirt, oil, paint, grease, loose mill scale and loose or thick rust when placed.
3. Details not shown of drawings or specified will be to ACI318.
4. Steel reinforcement will be centered in the cross-sectional area of the walls and will have at least 1 1/4" of cover on the under surface of the floor.
5. The maximum allowable variation for center-center spacing of reinforcing steel will be 1/2".
6. Full lengths of reinforcing steel will be used when possible. When splices are necessary on long runs, splices will be alternated from opposite sides of the components for adjacent steel bars. Lap bars #4 or smaller a minimum of 12". Lap bars larger than #4 a minimum of 24 bar diameters.
7. Reinforcing bars will be bent cold. No bars partially embedded in concrete will be field bent unless approved by the customer.

**F. Sealers and Curing Compounds**

1. Curing compounds, if used, will be colorless, complying with ASTM C309, type I or 1-D.
2. Weatherproofing sealer for exterior of building will be a clear water repellent penetrating sealer.

**G. Caulking, Grout, Adhesive and Sealer**

1. Caulking service temperatures from -40 to +194 degrees Fahrenheit.
2. Interior and exterior joints will be caulked with a paintable polyurethane sealant.
3. Grout will be a non-shrink type and will be painted to match the color of surrounding concrete as nearly as possible.
4. Cement base coating is formulated with a very fine aggregate system and is a built in bonding agent.

**H. Paint**

1. All paints and materials will conform to all Federal specifications or be similar "top-of-the-line-components". Paints will not contain more than .06 percent by weight of lead.
2. Type of paints for toilets
  - a. Inside concrete surfaces
    - I Interior floors will be a chemical resistant urethane. The color will be gray.
    - II Interior walls and ceilings will be a modified acrylic, water repellent penetrating stain. The color will be white followed by a clear acrylic anti-graffiti sealer.
  - b. Metal surfaces both inside and out
    - I DTM ALKYD
  - c. Exterior concrete surfaces
    - I Exterior slab will be clear sealer
    - II Exterior walls and roof will be a water repellent penetrating stain in the same color as the walls or roof followed by a clear acrylic anti-graffiti sealer

**I. Grab bars**

Grab bars will be 18 gauge, type 304 stainless steel with 1-1/2" clearance. Grab bars will each be able to withstand 300 pound top loading.

**J. Toilet Paper Dispenser**

Dispenser will be constructed of 1/4" thick, type 304 stainless steel. Dispenser will be capable of holding three (3) standard rolls of toilet paper. Toilet paper holder fastening system will be able to withstand 300 pound top loading.

**K. Steel Doors**

1. Doors will be flush panel type 1-3/4" thick, minimum 16 gauge Galvanized steel, top painted with DTM ALKYD.
2. Door frames will be knockdown or welded type, single rabbet, minimum 16 gauge prime coated steel top painted with DTM ALKYD, width to suit wall thickness. Three (3) rubber door silencers will be provided on latch side of frame.

**L. Door Hinges**

Door hinges will be 3 per door with dull chrome plating 4-1/2"x4-1/2", adjustable tension, automatic-closing for each door.

**M. Lockset**

1. Lockset will meet ANSI A156.2 Series 4000, Grade 1 cylindrical lockset for exterior door.
2. Lever handle both inside and out
3. U.S. 26D finish.

**N. Dead Bolt**

Deadbolt will be a Lori Lock standard model with a double cylinder, 2 3/4" backset, and US26D finish. The cylinder will be a standard 1 1/8" Schlage Mortise cylinder with compression ring and 626 finish.

**O. Door Stop**

Doorstop will be a dome style stop meeting ANSI 156.16.

**P. Double Coat Hook**

Coat hook will be 304 stainless steel 16 gauge (1.5mm), formed construction with a satin finish and have 3/16"x 7/8" nail in anchor. Upper hook will extend at least 2-1/2" inches from the wall. Lower hook will extend at least 1-1/4" from the wall.

**Q. Door Sweep**

Door sweep will be provided at the bottom of door and will be an adjustable brush type.

**R. Wall Vent**

Wall vent will be crank operated allowing the unit to be opened or closed. Crank will be removable. Vent cover will be 14 gauge 304 stainless steel painted with DTM and anchored into the concrete wall with high strength anti-rust tap con fasteners. Vent to come with insect screen. Cover to be recessed a minimum  $\frac{3}{4}$ " on exterior walls with a 45 degree bevel. Interior to be flush mounted. Wall vent will not protrude from the wall.

**S. Signs**

1. Signs to have raised pictograms, letters and Braille to meet ADA.
2. All signs inset a minimum of  $\frac{3}{4}$ " into wall with 45 degree bevel.
3. All signs to be anchored into concrete with  $\frac{1}{4}$ " x  $\frac{3}{4}$ " concrete anchor nails.

**T. Windows**

1. Window frames will be constructed from steel.
2. Window glazing will be 3/16" thick translucent pebble finished mar-resistant Lexan.
3. Windows to have  $\frac{3}{4}$ " recess with 45 degree bevel.
4. Window frames to have vandal resistant fasteners.

**V. Plumbing**

1. All fixtures to meet ANSI A112.19.2
2. Waste and vent material will be ABS or PVC plastic and will be plumbed to meet Uniform Building Codes.
3. Water material will be copper tubing Type L, hard drawn. A gate valve will be provided at the inlet end of the water line. All water lines will be of a size to provide proper flushing action based on a nominal water pressure of 40 psi.
4. All plumbing will be concealed in the service area.
5. Toilet will be constructed of vitreous china, wall hung, with siphon jet action. Toilet will have a back spud for a concealed flush valve connection and will be mounted with the top of the seat 18 inches above the finished floor. Seat will be heavy duty solid plastic with an open front. Optional stainless steel fixtures available.
6. Flush valve will be concealed closet flush-o-meter constructed of rough brass. Furnish valve with integral vacuum breaker and wall mounted push button. Valve will be of a water saver type with a flow of 1.6 gallons per flush.
7. Lavatory will be vitreous china with back splashguard, front overflow opening, equipped with brass trap and drain pipe without stopper. Sink will be 20 inches wide x 18 inches front to back x  $5\frac{3}{4}$ " inches deep with ADA trap cover. Optional stainless steel fixtures available.

8. Water valve will be self-closing water set with indexed push button.
9. Urinals will be constructed of vitreous china, wall hung with siphon jet action. Urinal will have a back spud for a concealed flush valve connection and will be mounted with the lip no higher than 17 inches above the finished floor. Valve will be water saver .5 gallon flush. Optional stainless steel fixtures available.
10. Hose bib provided in the chase area.
11. Hammer arrester to be installed on water line.
12. Trap primer distribution unit shall be installed
13. Optional 30 gallon electric hot water tank available.
14. Main Shut off valve and drain.

#### **W. Electrical**

1. All components to be UL listed
2. All electrical wiring will be in conduit, surface mounted in the service area and concealed in the user compartments. All wire will be copper.
3. A 200 amp breaker panel will be provided.
4. Interior lights will be wall mounted vandal resistant 2 bulb T8 4 foot wrap around lens fixtures with low temperature ballast, emergency battery pack and fluorescent night light.
5. Lighting on the exterior of building will be photocell activated; interior will be motion activated, chase to be switch activated.
6. 3 exterior 35-watt High Pressure Sodium lights, polycarbonate vandal resistant.
7. 1 GFI outlets located next to the sink.
8. 2 restroom HVI certified exhaust fans with 270 CFM speed controlled (control in chase area).
9. The optional hand dryer will be an air compression type with remote motor unit. Push button switch located in cast nozzle housing with flexible hose connecting blower motor, housing and nozzle. Power input 120VAC, 7A (non-heated air).

#### **X. Stalls**

1. Stall partition walls to be produced of 3-inch concrete. Stall doors to be solid HDPE, in matching white color.

### **6.0 MANUFACTURE**

#### **A. Mixing and Delivery of Concrete**

Mixing and delivery of concrete will be in accordance with ASTM C94, section 10.6 through 10.9 with the following additions:

1. Aggregate and water will be adjusted to compensate for differences in the saturated surface-dry condition.



**B. Placing and Consolidating Concrete**

Concrete will be consolidated by the use of mechanical vibrators. Vibration will be sufficient to accomplish compaction but not to the point that segregation occurs.

**C. Finishing Concrete**

1. Interior floor and exterior slabs will be floated and troweled.
2. All exterior building walls and exterior screen walls will be any one of the available textures.
3. All exterior surfaces of the roof panels will be cast to simulate any one of the available textures. The underside of the overhang will have a smooth finish.

**D. Cracks and Patching**

1. Cracks in concrete components which are judged to affect the structural integrity of the building will be rejected.
2. Small holes, depressions and air voids will be patched with a suitable material. The patch will match the finish and texture of the surrounding surface.
3. Patching will not be allowed on defective areas if the structural integrity of the building is affected.

**E. Curing and Hardening Concrete**

1. Concrete surfaces will not be allowed to dry out from exposure to hot, dry weather during initial curing period.

**7.0 FINISHING AND FABRICATION**

**A. Structural Joints**

1. Wall components will be joined together with two welded plate pairs at each joint. Each weld plate will be 6" long and located one pair in the top quarter and one pair in the bottom quarter of the seam. Weld plates will be anchored into the concrete panel and welded together with a continuous weld. The inside seams will be a paintable caulk. The outside seams will use a caulk in a coordinating building color or clear.
2. Walls and roof will be joined with weld plates, 3"x6" at each building corner.
3. The joint between the floor slab and walls will be joined with a grout mixture on the inside, a matching colored caulk on the outside and two weld plates 6" long per wall.

## **B. Painting/Staining**

1. An appropriate curing time will be allowed before paint is applied to concrete.
2. Some applications may require acid etching. A 30% solution of hydrochloric acid will be used, flushed with water and allowed to thoroughly air dry.
3. Painting will not be done outside in cold, frosty or damp weather.
4. Painting will not be done outside in winter unless the temperature is 50 degrees F. or higher.
5. Painting will not be done in dusty areas.
6. All surface voids to be filled prior to painting
7. Schedule of finishes
  - a. Inside concrete surfaces
    - I Inside floors will be 1 coat of 1-part water based chemical resistant urethane.
    - II Interior walls and ceilings will be 2 coats of a modified acrylic, water repellent penetrating stain, followed by 1 coat of clear sealer.
  - b. Metal surfaces both inside and out
    - I 2 coats of DTM ALKYD
  - c. Exterior concrete surfaces
    - I Exterior walls will be 2 coats of water repellent penetrating stain in the same color as the walls or roof followed by 1 coat of clear acrylic anti-graffiti sealer.

## **8.0 TESTING**

The following tests will be performed on concrete used in the manufacture of toilets. All testing will be performed in the CXT (PCI certified) laboratories. Testing will only be performed by qualified individuals who have been certified ACI Technician Grade 1. Sampling will be in accordance with ASTM C172.

1. The air content of the concrete will be checked per ASTM C231 on the first batch of concrete. The air content will be in the range of 5.0% +/- 2.0%.
2. The compressive strength of the cylinders will be tested to ASTM C39. We will make one (1) cylinder for release, one (1) for 7-days and one (1) for 28-days. The release must be a minimum strength of 2500 psi, the 7-day must be a minimum of 4500 psi and the 28-day must be a minimum of 5000 psi.
3. A copy of all test reports will be available to the customer as soon as 28-day test results are available.

## **9.0 INSTALLATION**

### **A. Scope of Work**

Work specified under this Section relates to the placement of the unit by CXT on customer prepared foundations.

### **B. Location**

It's the responsibility of the customer to:

1. Provide exact location by stakes or other approved method.
2. Provide clear and level site free of overhead and/or underground obstructions.
3. Provide access to the site for truck delivery and sufficient area for the crane to install and the equipment to perform the contract requirements.
4. Water, electrical, and sewage site connections to be placed per CXT drawings. Must be placed to easily connect to the building.

### **C. Compacting**

The bottom of the area must be compacted after it has been dug out. After the base has been placed, it must be compacted as well. The bearing of the soil and base should be a minimum of 1,500 pounds per square foot.

### **D. Base**

After compacting the bottom of the area, a minimum of 6" of a compacted, ¾" minus material base of gravel (i.e. road base) should be placed for support, leveling and drainage purposes. The base also limits frost action. The base must be confined so as to prevent washout, erosion or any other undermining.

### **E. Access to Site**

Delivery to site made on normal highway trucks and trailers. If at the time of delivery conditions of access are hazardous or unsuitable for truck and equipment due to weather, physical constraints, roadway width or grade, CXT may require an alternate site with better access provided to ensure a safe and quality installation. In any such case, additional costs for cranes, trucking, and etc. will be charged to the account of the customer.

## **10.0 WARRANTY—PRECAST DIVISION**

CXT provides a warranty against defects in material or workmanship for a period of twenty (20) years on all concrete components. The warranty is valid only when concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components. All other non-concrete components will carry a one (1) year warranty. CXT warrants that all goods sold pursuant hereto will, when delivered, conform to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within the specified warranty. CXT, at its option, will repair or replace the goods or issue credit for the customer provided CXT is first given the opportunity to inspect such goods. It is specifically understood that CXT's obligation hereunder is for credit, repair or replacement only, F.O.B. CXT's manufacturing plants, and does not include shipping, handling, installation or other incidental or consequential costs unless otherwise agreed to in writing by CXT.

This warranty shall not apply to:

1. Any goods which have been repaired or altered without CXT's express written consent, in such a way as in the reasonable judgment of CXT, to adversely affect the stability or reliability thereof;
2. To any goods which have been subject to misuse, negligence, acts of God or accidents or
3. To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

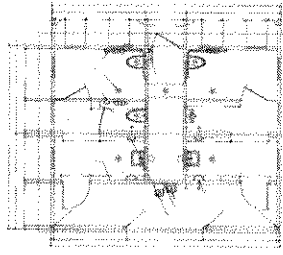
## **11.0 DISCLAIMER OF OTHER WARRANTIES**

The warranty set forth above is in lieu of all other warranties, express or implied. All other warranties are hereby disclaimed. CXT makes no other warranty, express or implied, including, without limitation, no warranty of merchantability of fitness for a particular purpose or use.

## **12.0 LIMITATION OF REMEDIES**

In the event of any breach of any obligation hereunder, breach of any warranty regarding the goods or any negligent act or omission or any party, the parties shall otherwise have all rights and remedies available at law; however, IN NO EVENT SHALL CXT BE SUBJECT TO OR LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES.

# MONTROSE W/SCREEN



Montrose with chase restroom building. Standard features include simulated barnwood texture walls, simulated cedar shake textured roof, vitreous china fixtures, interior and exterior lights, off loaded and set up at site.

Base Price		Price per unit	Click to select	
Montrose w/Screen		\$ 85,000.00		85,000.00
<b>Added Cost Options:</b>				
Final Connection to Utilities		\$ 4,000.00	<input type="checkbox"/>	0.00
Optional Wall Texture -choose one	<input type="checkbox"/> Split Face Block <input type="checkbox"/> Struck Trowel <input type="checkbox"/> Exposed Aggregate	\$ 2,000.00		0.00
Optional Roof Texture -choose one	<input type="checkbox"/> Delta Rib <input type="checkbox"/> Exposed Aggregate	\$ 900.00		0.00
"Front Porch" Style Privacy Screen		\$ 1,500.00	<input type="checkbox"/>	0.00
Two-Tone Color Scheme		\$ 350.00	<input type="checkbox"/>	0.00
Stainless Steel Plumbing Fixtures		\$ 3,650.00	<input type="checkbox"/>	0.00
Electric Hand Dryers		\$ 2,100.00	<input type="checkbox"/>	0.00
Electronic Flush Valves -Building without Urinals		\$ 1,900.00	<input type="checkbox"/>	0.00
Electronic Lavatory Faucets		\$ 950.00	<input type="checkbox"/>	0.00
Exterior Mounted ADA Drinking Fountain		\$ 2,700.00	<input type="checkbox"/>	0.00
30-gallon Electric Water Heater		\$ 750.00	<input type="checkbox"/>	0.00
Skylight in Restroom (each)	Qty: 4	\$ 425.00	<input type="checkbox"/>	0.00
Marine Grade Skylight in Restroom (each)	Qty: 4	\$ 1,400.00	<input type="checkbox"/>	0.00
Marine Package for Extra Corrosion Resistance		\$ 6,000.00	<input type="checkbox"/>	0.00
Tile Floor in Restroom		\$ 5,750.00	<input type="checkbox"/>	0.00
Fiberglass Entry and Chase Doors and Frames		\$ 3,450.00	<input type="checkbox"/>	0.00
VandShield XT		\$ 7,500.00	<input type="checkbox"/>	0.00
Timed Electric Lock System (does not include chase door)		\$ 3,115.00	<input type="checkbox"/>	0.00
Exterior Frostproof Hose Bib with Box		\$ 385.00	<input type="checkbox"/>	0.00
Paper Towel Dispenser		\$ 85.00	<input type="checkbox"/>	0.00
Toilet Seat Cover Dispenser		\$ 75.00	<input type="checkbox"/>	0.00
Sanitary Napkin Disposal		\$ 48.00	<input type="checkbox"/>	0.00
CXT Wastebasket		\$ 38.00	<input type="checkbox"/>	0.00
Paint Touch up Kit - Single Color		\$ 40.00	<input type="checkbox"/>	0.00
Paint Touch up Kit - Two Tone Color		\$ 50.00	<input type="checkbox"/>	0.00
Total Cost of Selected Accessories from Accessories Price List:				\$ 0.00
Estimated One-Way Transportation Costs to Site (quote):				\$ 39,900.00
Custom Options: stamped plans, \$3,000				\$ 3,000.00
<b>Estimated monthly payment on 5 year lease \$ 2,570.79</b>			Total Cost per Unit Placed at Job Site: (excludes all taxes)	\$ 127,900.00

This price quote is good for 60 days from date below, and is accurate and complete.

CXT Sales Representative

Date

AWARDED  
CONTRACT  
Contract #022113-CXT

I accept this quote. Please process this order.

NJPA Member Number

Company Name

Customer

Date

ITEM NO. 7B



Tusayan Town clerk &lt;tusayanclerk@gmail.com&gt;

**6 month CDs**

1 message

**Aaron Bonck** <aaron.bonck@timevalueinv.com>

Wed, Jan 14, 2015 at 10:21 AM

To: "tusayanclerk@gmail.com" &lt;tusayanclerk@gmail.com&gt;

Good morning Melissa,

Below are 4 currently available 6 month CDs. The interest rates can be found in the "Maturity/Coupon" column. You can see they range from 0.50%-0.30%.

**6 MONTH CDs:**

Identifier	Description	Mdy's/S&P /Fitch Ins (Underlying)	Maturity Coupon
06278CM28	Bank India New York N Y CD 0.5%15, Survivor Option, Int@Mat Restricted: MT, OH, TX, FDIC#33648	N/A	7/22/2015 0.500
06062AD60	Bank Baroda New York N Y CD 0.45%15, Survivor Option, Int@Mat Restricted: MT, OH, TX, FDIC#33681	N/A	7/23/2015 0.450
80280JDD0	Santander Bk Natl Assn CD 0.4%15, Survivor Option, Int@Mat, FDIC#29950	FIS Rating (1-5): 3.29	7/28/2015 0.400
606657YY0	Mizrahi Tefahot Bk Ltd CA CD 0.3%15, Survivor Option, Int@Mat Restricted: MT, OH, TX, FDIC#33661	N/A	7/23/2015 0.300

Please let me know if you any questions or if there is any additional information I can provide.

Have a nice day,

Aaron

**Aaron Bonck** | Institutional Investments

Time Value Investments, Inc. | 9725 3rd Ave NE, Suite 610 | Seattle, WA 98115

Direct: 206-365-3000 | Toll Free: 877-707-7787 | Fax: 206-417-6000



Securities offered through ProEquities, Inc. a Registered Broker-Dealer, Member,

FINRA &amp; SIPC. Any non-securities activities conducted by Time Value Investments, Inc.

are independent of ProEquities, Inc.

ITEM NO. 8B



## **CHAPTER 2 COUNCIL AND MAYOR**

### **Article 1 Council**

### **Article 2 Mayor**

### **Article 3 Council Procedures**

### **Article 4 Ordinances, Resolutions and Contracts**

#### **Section 2.1.1 Elected Officers**

- The elected officers of the Town shall be five (5) Council members one of whom shall be elected as Mayor in accordance with article 2 of this chapter. The Mayor and Council members shall constitute the Town Council and shall continue in office until assumption of duties of office by their duly elected successors.
- The term of office of each Council member (other than the Mayor) shall be four years or until a successor is elected and sworn in.
- The term of the office of Mayor shall be two years or until a successor is elected and sworn in.
- Council members (other than the Mayor) shall serve four-year staggered terms as provided by ARS § 9-232.02, as may be amended, with two (2) members in one class and two (2) in the other class.

#### **Section 2.1.2 Corporate Powers**

The corporate powers of the Town shall be vested in the Council and shall be exercised only as directed or authorized by law. All powers of the Council shall be exercised by ordinance, resolution, order or motion.

#### **Section 2.1.3 Assumption of Office**

Members of the Council (including the Mayor) shall assume the duties of office at the first Council meeting following the canvass of the November general election at which the Council members and Mayor were elected. If (i) a Council candidate receives a majority of all votes cast (as determined by Section 3.2.1 of their Code) at a primary election, or (ii) a candidate for Mayor shall receive a majority of votes cast for the office of Mayor, such candidate shall be declared elected to the office, but effective as of the date of the general election, to be seated as set forth herein.

#### **Section 2.1.4 Oath of Office**

Immediately before assumption of the duties of office, each Council member (including the Mayor) shall, in public, take and subscribe to the oath of office.

#### **Section 2.1.5 Vacancies in Council**

The office of any Council member (including the Mayor) is deemed vacant pursuant to ARS § 38-291, as may be amended

The Council shall fill by appointment for the unexpired term any vacancy on the Council within 60 days, unless the vacancy occurs more than thirty days before the nomination petition deadline for the next election at which voters may elect a candidate to fill the vacant position, in which case the appointment shall be for a term until such election. A person who has been elected to fill the remainder of an unexpired term of a vacant office may take the oath of office and begin the remainder of the term of office at any time after the canvass of the election. The vacancy shall not reduce any Council quorum requirements.

#### **Section 2.1.6 Limitation on Filing for Election by Incumbent.**

Except during the final year of the term being served, an incumbent Council member may not file for the office of the Mayor unless the incumbent Council member formally resigns from elected office. Once an incumbent resigns from elected office, the office is declared vacant.

#### **Section 2.17 Limitation on Running for Multiple Offices.**

A person may not run for Town Council and the office of Mayor at the same time.

### **Article 2 Mayor**

#### **2.2.1 Determination of Mayor and Vice Mayor**

#### **2.2.2 Acting Mayor**

#### **2.2.3 Powers and Duties of the Mayor**

#### **2.2.4 Failure to Sign Documents**

#### **Section 2.2.1 Determination of Mayor and Vice Mayor**

Beginning with the first regular election for Town Council after November 19, 2014, the Mayor of the Town of Tusayan shall be elected by the qualified electors of the Town. The Council shall designate one of its members as Vice Mayor, who shall serve at the pleasure of the Council. The Vice Mayor shall perform the duties of the Mayor during his or her absence or disability.

#### **Section 2.2.2 Vacancy in the Position of Mayor**

Upon the vacancy in the position of Mayor, at the first meeting following the creation of the vacancy, the Council shall fill the position by appointment from among the members of the Council until the next election at which the Mayor's position can be filled. The creation of a vacancy on Council arising out of the appointment of a Council member to fill the position of Mayor shall be filled as prescribed by Section 2.1.5 of this Code.

#### **Section 2.2.2 Powers and Duties of the Mayor**

The powers and duties of the Mayor shall include the following:

- A. He or she shall be the chief executive officer of the Town

- B. He or she shall be the chairman of the Council and preside over its meetings. He/she may make and second motions and shall have a voice and vote in all of its proceedings.
- C. He or she shall enforce the provisions of this code.
- D. He or she shall execute and authenticate by his or her signature such instruments as the Council, or any statutes, ordinances, or this code shall require.
- E. He or she shall make recommendations and suggestions to the Council as he or she may consider proper.
- F. He or she shall govern by proclamation in the event of the threat of or occurrence of acts of riot, rout, or affray sufficient to constitute a great danger to the Town and its residents.

ITEM NO. 9

## MANAGER'S REPORT

January 21, 2015

1. ADMINISTRATION: Coconino County Community Development Department representatives are planning to make a presentation at the January 21<sup>st</sup> Council meeting regarding their performing the building services work for the town.
2. ADOT – Town will renew contact of the three service organizations and the chamber about producing signs (2' x 2' to 4' sign) for highway display. Town has submitted encroachment permits for sidewalk extension and received info from 4MConcrete which is being passed onto ADOT for permit request. TAPCO recently submitted info for blinker signs that ADOT requested which is being forwarded to ADOT for them to consider with encroachment permit.
3. BROADBAND – Commnet has installed equipment for 5 megs of internet services and Digital Ease is scheduled for early January to establish the process to stream Council meetings. Commnet indicated they would come check the service as town hall is only receiving about 3 megs of service instead of the 5 purchased.
4. CDBG – Woodson has presented extensive detail for the utilities connection for the park project and continues to work to put easement/maintenance agreements together for the Vails to consider as the town moves forward to use their lines to service the park.
5. COMMUNITY PARK – Rick Schuller of Woodson Engineering has given extensive design/engineering detail for utilities connection. They also are working on providing complete topo detail from that mapping project, especially pertaining to area for drainage basins.
6. COUNCIL FOLLOWUP: a) staff is putting a snow removal plan together for private property owners to consider.
7. DEVELOPMENT/P&Z MEETING – Staff met with Woodson on initial draft of Subdivision/Development Regulations for the town, which they hope to send to the town attorney sometime in late December or early January for review. Willdan has also submitted a final draft of the Zoning Code that is being reviewed by staff as well as the town attorney.
8. DRAINAGE – J2 Engineering is waiting for the topographical map data to proceed with applications to put in drainage basins on Forest Service land located to the northeast of the community to improve drainage in the community. Staff has had discussions with Woodson about working to obtain re-designation of FEMA floodplain areas in town.
9. ELECTIONS – Council will review proposed language of the town attorney for the Initiative language, which will be reviewed in the January 21<sup>st</sup> meeting.
10. MUNICIPAL CODE – Staff put draft Municipal Code in binders and presented to the Council. Council will now work through these chapters as scheduled with the attorney involved to insure we keep it legal.
11. PUBLIC OUTREACH – 1) Fire District representatives is coming soon to the January 21<sup>st</sup> Council meeting to discuss funding alternatives with the Council; and 2) Staff has contacted NPS and hopes to hear from them about temporary settlement with Xanterra as it impacts citizens of our community.
12. STILO – The Town and FS representatives have signed the Cost Recovery Agreement. The town is waiting for the billing so the FS can move forward with their scoping process to access Kotzin and town parcel.
13. UPCOMING TRAINING AND MEETINGS: 1) the Manager will be attending on January 13<sup>th</sup> – 15<sup>th</sup> Hazard Mitigation training for Emergency Managers training in Flagstaff as part of updating the Five-Year Hazard Mitigation Plan, which the town will become a part of this updated document.